

ATHENS REGIONAL LIBRARY BOARD  
2014 ATTENDANCE RECORD

	January	April	July	October
Svea Bogue	ABSENT			
Tom Gresham	X			
Karen Harrison	X			
Kelly Holt	X			
Dennis Hopper	X			
Wayne Miller	X			
Penny Mills	X			
Michael Moak	X			
George Nale	X			
Bill Prokasy	X			
Howard Shapiro	X			
Rita Shoemaker	ABSENT			
Cheryl Slater	X			
John Timmons	X			
Jean Westmacott	X			
Robert Wyatt	X			

**Draft Agenda**  
**Athens Regional Library Board Meeting**  
**January 16, 2014**

Call to Order

Introduction of New Board Members

Approval of Minutes of the October 17, 2013 meeting

Public Comment [5 minute limit]

Adopt Agenda

Staff Reports

Joy Ovington (Workplace Safety)

Donna Brumby (Customer Satisfaction Survey)

Financial Report—Mamie Simonds, Business Manager

Chart of Accounts

Regional Reports

Director's Report

Unfinished Business

New Business

Varsity Hot Dog Day and Legislative Agenda

Update on Broadband Providers

Committee Appointments

Announcements:

Libraries will be closed Jan. 20 for MLK, Jr. Day

PINES and other web services down for 5 hours on Friday, Jan. 17 beginning at 1:00 pm

Adjourn

Next Meeting is April 17, 2014 at 3:30 p.m., Athens-Clarke County Board Room

**FY2014**  
**Athens Regional Library**  
**July 1, 2013 through December 31, 2013**

<b>Revenue:</b>	<b>Budget</b>	<b>Amount</b>	<b>Balance</b>	<b>% of Budget Received</b>
	<b>Amount</b>	<b>Received</b>		
<u>Regional:</u>				
Interest	4,000.00	1,892.33	2,107.67	47.31%
Regional Fees	-	4,873.29	(4,873.29)	
Personnel	564,213.74	282,106.87	282,106.87	50.00%
Materials	26,664.36	13,332.18	13,332.18	50.00%
System Services Grant/Outreach	151,975.74	75,987.87	75,987.87	50.00%
Talking Book Center	<u>125,620.00</u>	<u>62,810.00</u>	<u>62,810.00</u>	<u>50.00%</u>
	<u>872,473.84</u>	<u>441,002.54</u>	<u>431,471.30</u>	<u>50.55%</u>

Athens-Clarke County:

Board of Commissioners	1,719,419.00	859,709.50	859,709.50	50.00%
City of Winterville	18,000.00	9,000.00	9,000.00	50.00%
Fines and Fees	124,410.75	40,196.16	84,214.59	32.31%
Interest	<u>6,000.00</u>	<u>2,345.21</u>	<u>3,654.79</u>	<u>39.09%</u>
Total's	<u>1,867,829.75</u>	<u>911,250.87</u>	<u>956,578.88</u>	<u>48.79%</u>

Franklin County:

Board of Commissioners	30,000.00	15,000.00	15,000.00	50.00%
Board of Education	18,225.00	-	18,225.00	0.00%
Cities of Lavonia, Royston, Canon	-	-	-	
Carnesville & Franklin Springs	31,100.00	9,000.00	22,100.00	28.94%
Transfer from Reserve	7,893.00	7,893.00	-	
Fines and Fees	<u>11,400.00</u>	<u>5,898.73</u>	<u>5,501.27</u>	<u>51.74%</u>
Totals	<u>98,618.00</u>	<u>37,791.73</u>	<u>60,826.27</u>	<u>38.32%</u>

Madison County:

Board of Commissioners	187,182.00	93,591.00	93,591.00	50.00%
Fines, Fees and Copy Machines	<u>19,053.31</u>	<u>8,915.21</u>	<u>10,138.10</u>	<u>46.79%</u>
Totals	<u>206,235.31</u>	<u>102,506.21</u>	<u>103,729.10</u>	<u>49.70%</u>

**Athens Regional Library**  
**July 1, 2013 through December 31, 2013**

<b>Revenue:</b>	<b>Budget Amount</b>	<b>Amount Received</b>	<b>Balance</b>	<b>% of Budget Received</b>
<b><u>Oconee County:</u></b>				
Board of Commissioners	361,501.00	180,750.50	180,750.50	50.00%
Board of Education	20,000.00	20,000.00	-	100.00%
City of Watkinsville	14,500.00	14,500.00	-	100.00%
City of Bogart	13,165.00	-	13,165.00	0.00%
Transfer from Reserve	5,559.00	5,559.00	-	100.00%
Fines and Fees	<u>31,000.00</u>	<u>15,334.70</u>	<u>15,665.30</u>	<u>49.47%</u>
Totals	<u>445,725.00</u>	<u>236,144.20</u>	<u>209,580.80</u>	<u>52.98%</u>
<b><u>Oglethorpe County:</u></b>				
Board of Commissioners	59,698.00	27,890.52	31,807.48	46.72%
Board of Education	15,000.00	-	15,000.00	0.00%
City of Maxeys	250.00	-	250.00	0.00%
City of Crawford	500.00	500.00	-	100.00%
City of Arnoldsburg	1,500.00	1,000.00	500.00	66.67%
Cty of Lexington	500.00	500.00	-	100.00%
Fines, Fees and Copy Money	<u>11,000.00</u>	<u>5,189.27</u>	<u>5,810.73</u>	<u>47.18%</u>
Meeting Room	<u>300.00</u>	<u>120.00</u>	<u>180.00</u>	<u>40.00%</u>
Totals	<u>88,748.00</u>	<u>35,199.79</u>	<u>53,548.21</u>	<u>39.66%</u>
<b>GRAND TOTALS</b>	<b><u>3,579,629.90</u></b>	<b><u>1,763,895.34</u></b>	<b><u>1,815,734.56</u></b>	<b><u>49.28%</u></b>

**Athens Regional Library**  
**FY2014**  
**July 1, 2013 through December 31, 2013**

<b>Expenditures:</b>	<b>Budget</b>	<b>Amount</b>	<b>% of Budget</b>	
	<u>Amount</u>	<u>Expended</u>	<u>Balance</u>	<u>Expended</u>
<b><u>Regional:</u></b>				
Wages/Benefits Courier	5,710.00	2,512.74	3,197.26	44.01%
Vehicle Operating &Repairs	6,810.00	3,961.23	2,848.77	58.17%
Summer Reading Club	4,000.00	1,982.21		
Debt Collection Service	6,000.00	2,049.51		
Workers Compensation	12,000.00	-	12,000.00	0.00%
Professional Fees	4,575.00	3,060.00	1,515.00	66.89%
Postage	4,000.00	990.50	3,009.50	24.76%
Travel	6,702.00	1,456.04	5,245.96	21.73%
Printing and Publicity	1,000.00	130.27	869.73	13.03%
Dues/Registration	1,000.00	730.50	269.50	73.05%
Computer Maintenance	2,420.00	-	2,420.00	0.00%
Insurance	17,142.00	-	17,142.00	0.00%
Supplies	16,090.00	11,097.12	4,992.88	68.97%
Personnel	564,213.74	282,106.87	282,106.87	50.00%
Materials	26,664.36	11,827.50	14,836.86	44.36%
System Services Grant	68,526.74	24,263.36	44,263.38	35.41%
Talking Book Center	125,620.00	64,804.32	60,815.68	51.59%
<b>Totals</b>	<b>872,473.84</b>	<b>410,972.17</b>	<b>461,501.67</b>	<b>47.10%</b>

**Athens-Clarke County:**

Outreach	44,000.00	22,000.00	22,000.00	50.00%
Personnel	1,510,595.00	667,196.14	843,398.86	44.17%
Operating Expenses	313,234.75	140,267.96	172,966.79	44.78%
<b>Totals</b>	<b>1,867,829.75</b>	<b>829,464.10</b>	<b>1,038,365.65</b>	<b>44.41%</b>

FY2014

**Athens Regional Library**  
**July 1, 2013 through December 31, 2013**

<b>Expenditures:</b>	<b>Budget Amount</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% of Budget Expended</b>
<b><u>Franklin County:</u></b>				
Outreach	15,000.00	7,500.00	7,500.00	50.00%
Personnel	80,118.00	42,093.31	38,024.69	52.54%
Operating Expenses	3,500.00	2,161.71	1,338.29	61.76%
Totals	<u>98,618.00</u>	<u>51,755.02</u>	<u>46,862.98</u>	<u>52.48%</u>
<b><u>Madison County:</u></b>				
Outreach	14,900.00	14,900.00	-	100.00%
Personnel	158,414.00	79,215.21	79,198.79	50.01%
Operating Expenses	32,921.31	14,951.73	17,969.58	45.42%
Totals	<u>206,235.31</u>	<u>109,066.94</u>	<u>97,168.37</u>	<u>52.88%</u>
<b><u>Oconee County:</u></b>				
Outreach	23,000.00	11,500.00	11,500.00	50.00%
Personnel	386,990.00	186,440.21	200,549.79	48.18%
Operating Expenses	35,735.00	16,826.79	18,908.21	47.09%
Totals	<u>445,725.00</u>	<u>214,767.00</u>	<u>230,958.00</u>	<u>48.18%</u>
<b><u>Oglethorpe County:</u></b>				
Outreach	10,500.00	5,250.00	5,250.00	50.00%
Personnel	71,524.00	36,401.78	35,122.22	50.89%
Operating Expenses	6,724.00	3,363.40	3,360.60	50.02%
Totals	<u>88,748.00</u>	<u>45,015.18</u>	<u>43,732.82</u>	<u>50.72%</u>
<b>TOTALS</b>	<b><u>3,579,629.90</u></b>	<b><u>1,661,040.41</u></b>	<b><u>1,918,589.49</u></b>	<b><u>46.40%</u></b>

# **ATHENS REGIONAL LIBRARY BOARD**

## **Draft Minutes of October 17, 2013 Meeting**

**Athens-Clarke County Library Board Room**

Meeting was called to order at 3:30 pm by Vice-Chairman Cheryl Slater (Franklin County) as Chairman Mike Moak (Madison County) was absent. Present were Mr. Wyatt (Oconee County), Ms. Shoemaker, Mr. Miller (Franklin County), Mr. Gresham, Mr. Shapiro (Oglethorpe County), Mr. Nale, Ms. Harrison (Madison County), Mr. Hopper, Ms. Bogue, Mr. Prokasy (Athens-Clarke County). Absent were Ms. Arnold (Oglethorpe County), Mr. Bentley (Athens-Clarke County), Ms. Brodrick, Ms. Holt (Oconee County), and Mr. Moak (Madison County). Staff present were Mrs. Ames, Ms. Simonds, Ms. Green, Ms. Brumby, and Ms. Ovington, who recorded the Minutes.

The Minutes of July 18, 2013 board meeting were unanimously approved (moved by Ms. Harrison, seconded by Mr. Nale). The Agenda was unanimously approved (moved by Mr. Gresham, seconded by Ms. Harrison). There was no public comment.

### **Staff Report:**

A Staff Report was given by Ms. Donna Brumby on plans for Staff Development Day on November 11<sup>th</sup>, all ARLS libraries will be closed that day. She presented the schedule that will include trainings, book talks, and a keynote speaker. Then Ms. Trudi Green talked about the Affordable Care Act and how librarians have been trained to know the point up to which they may inform patrons of its intricacies and refer them to local organizations for advice.

### **Financial Report:**

Ms. Simonds reported that we are ending our 1st quarter FY14 reporting period. We are at 25.30% on the revenue side and 23.96% on the expenditure side. She reported that dues and registrations were high because they are one-time yearly expenditures that have been spent in the beginning of this fiscal year. She also reported that the workers compensation and insurance expenditure budgets will not be spent until March 2014, when ARLS receives the annual invoice from our carrier Boswell Group.

### **Regional Reports**

#### **Madison County:**

Ms. Harrison said their board met the previous week and they are waiting to hear back from the Commission about their Budget Proposal. They are still having issues with their A/C, trying to resolve mold and mildew problems. The punch list's main problems involve leaks. They had a successful Summer Reading Program with attendance at 38,022, and had some events in conjunction with the school system. They offered a weekly lunch with a craft. There was a summer STEM program for Science Technology Engineering Mathematics, also with the school system. Their Friends of the Library (FOL) group raised \$5,500 at their Book Sale. In September they had 74 new library

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cards added. The Comer Lions Club gave away free fair tickets. The end of that month they had a "Banned & Busted" event where a young patron had their photo taken with a banned book and then a magazine was made of them all. SRP attendance was 38,022.

Franklin County:

Ms. Shoemaker reported on one branch, Royston, is finalizing renovation/construction, and the other, Lavonia, is beginning repair work, especially on the front soffit and in sealing brick. Bushes and trees will also be cleared and trimmed. The City of Lavonia granted them \$12,500 to match a grant they received. Then they'll look at improving the inside of the building. The Friends of the Lavonia Library made \$2,200 at their Book Sale. In Royston, they are looking forward to their Grand Re-opening on November 17<sup>th</sup> with plans being made re: who is speaking then—FOL is providing food. They are to get a punch list at an upcoming OAC Meeting. They had trouble with roofers, so they changed companies—floors went down the previous week. FOL is selling brick pavers at \$100 each and 26 have been sold.

Athens-Clarke County:

Mr. Hopper reported the Athens Sports Hall of Fame requested space for their displays and committees are deciding on whether or not it may be feasible. An ACCL Wall of Honor with over 300 names may be created to hang on the wall in the Appleton Auditorium. Public Art has been approved and is being worked on. Almost \$100,000 has been raised to complete the Appleton Auditorium naming effort, they have \$2,700 left to raise. Meeting Room Policy and Exhibit Policy has been worked on and approved. ACCL finished y13 at 99.00% re: budget expenditures and 98.43% revenue. The renovation punch list is still three pages long. FOL pledges total \$23,000 and they raised \$8,000 at their Book Sale.

Oglethorpe County:

Mr. Shapiro relayed that computer use has dropped due to the age of the computers, and so they need to be brought up to date. There has been a 2,200 increase of use with WiFi. Storytimes on Wednesdays is going very well, and they have a Teen event once a month. Book Clubs and FOL are active, Grandparents Month was celebrated with lunch at the Senior Center, and food was donated by Lexington and Crawford. Teens are shown a movie once a month with parental approval. The Adult Book Discussion meets six times a year, every Tuesday and Thursday there are free computer classes (with a waiting list to join), and the mobile computer lab is being used. They'll get word out about the lab at the FOL Book Sale coming up in Nov. They have three new, energetic Board members and will now elect Officers.

Oconee County:

Mr. Wyatt stated the FOL Book Sale made \$23,000, which brings the total raised in the past three years to over \$100,000. They now have a storage building and sorting area so they're hoping to grow that effort with two sales a year now. Landscaping is covered via SPLOST. Jackie Elsner setting priorities for FY15 budget proposal. Brian Hawkings stepped down as Chair, Susan Brodrick stepping up as Acting Chair through December. Kelly Holt is Chairing the next meeting. A four-member search committee has formed for members/officers.

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**Director's Report:**

Mrs. Ames spoke of how the ACCL FOL has entered ACCL into the Kroger Communities program as a fund-raising opportunity, and everyone was encouraged to investigate doing the same as a fundraising opportunity. New copiers and computers are being considered for several locations. An article on the Value of Libraries was discussed. She briefed everyone on all the expansions and renovations. Hot Dog Day and talking with legislators was encouraged.

**Unfinished Business:** No Unfinished Business

**New Business:**

A list of Scheduled Closings dates for all ARLS branches for 2014 went up for a vote and was approved unanimously (moved by Mr. Nale, seconded by Ms. Bogue).

**Announcements:**

Board Meeting Dates for 2014

All Libraries closed all day on Nov. 11 for Staff Development Day

An Executive Session convened to discuss and vote upon the Director's Evaluation and staff was excused at 4:24 pm (motioned by Mr. Shapiro, seconded by Mr. Nale).

The Meeting was adjourned at 4:27 pm (motioned by Mr. Hopper, seconded by Mr. Nale)

**Next Meeting is January 16, 2014 at 3:30 p.m., Athens-Clarke County Board Room**

Status Report: ARLS Workplace Safety Measures  
as they pertain to Workers Compensation

January 16, 2014

The Athens Regional Library System has put much effort into eliminating claims over the last 2 years and making sure we are a quality risk for insurance companies to want to insure us. In the State of Georgia the workers compensation loss ratio is 126%, which makes this line of business not very profitable for an insurance carrier. Carriers in the workers compensation business now scrutinize “loss control programs” that businesses and organizations implement—they are to the point of not offering coverage to businesses with bad losses or to those that are not profitable. This can potentially result in an organization going under.

Our Library System was heading in that direction during the 2012-2013 term due to the fact that, for the prior two years, we had several large losses. We were fortunate enough to be placed with a carrier that understood we were trying and also offered assistance in handling our loss control program. In putting this type of effort into a loss control program, we have been able to maintain competitive rates for workers compensation in our industry.

If we didn't move forward and implement a loss control program, we could have become uninsurable and would have to have paid 2 to 3 times in premiums in the State Pool.

In examining the history of claims over the past several years, you can see that from 2009 to 2012 our workers compensation carrier paid *out* \$42,946. That same time period we paid *in* \$33,263 to the carrier so, as you could see, we were not profitable to the carrier and, in light of that, carriers refused offer a quote (or would offer a higher premium) to insure us—if that happened it would have made a dangerous impact on our budget.

In 2012 to current, we have really worked hard to implement loss control measures at all of our locations--and over the last 2 years we have only had 1 claim that didn't pay anything out due to our handling the claim correctly. When we keep our claim history clean like we have been, it only offers us more options to keep our rates competitive for our industry.

Also, with our loss control program in place and positive loss history over the last couple of years, we've been able to allow our current carrier to offer extended credit to offset our modification number (or MOD Number) that we receive yearly from NCCI: the National Council on Compensation Insurance, Inc. They offer a modification number yearly that carriers use in the overall annual premium of a policy. If you obtain a 1.00 or lower, you receive automatic credit on your account. If you receive over 1.00 your policy will have an automatic debit. We have had to deal with a debit over the last 3 years due to the claims that occurred in 2010 thru 2012. The modification number is a snapshot of our loss history over the last 4 years, and a formula is used to set that number.

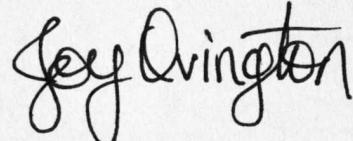
If you have multiple claims, or large claims as we have had in the past, this number will be high. We have taken our modification number from 1.44 to 1.39 and, if we can stay on the current track, our number will go down every year.

Please understand our current carrier has assisted us in limiting the full effect of this modification as they have credited our account to make up for the high modification number due to the measures we have put in place to eliminate claims from occurring.

### Safety Measures taken by ARLS Computer Operations Department

Workplace safety is taken very seriously by the Computer Operations team, since they work with heavy equipment and power-driven equipment. The main precautions they have implemented include correct lifting techniques for boxes and computer equipment, availability of back braces, and use of rolling carts. Other examples are common sense techniques such as making sure we have two people when using a ladder, taking equipment outside for blowing dust to avoid inhalation, and unplugging power before disassembling equipment.

Equally important, we also train staff to know which equipment and tasks to avoid. Examples are the main power and breakers and all equipment in the electrical room. The County is called for any outages or tasks that present hazards for staff or require special training or equipment.

A handwritten signature in black ink that reads "Joy Qvington". The signature is fluid and cursive, with "Joy" at the top, "Qvington" below it, and a small "n" at the end of "Qvington".



## WORKERS COMPENSATION EXPERIENCE RATING

Risk Name: ATHENS REGIONAL LIBRARY

Risk ID: 100711079

Rating Effective Date: 03/01/2014

Production Date: 11/22/2013

State: GEORGIA

State	Wt	SRP	Exp Excess Losses	Expected Losses	Exp Prim Losses	Act Exc Losses	Ballast	Act Inc Losses	Act Prim Losses
GA	.05	0	5,497	7,851	2,354	12,216	26,625	39,331	27,115
(A) Wt	(B)	(C) Exp Excess Losses (D - E)	(D) Expected Losses	(E) Exp Prim Losses	(F) Act Exc Losses (H - I)	(G) Ballast	(H) Act Inc Losses	(I) Act Prim Losses	
.05		5,497	7,851	2,354	12,216	26,625	39,331	27,115	
<b>Primary Losses</b>		<b>Stabilizing Value</b>			<b>Ratable Excess</b>		<b>Totals</b>		
Actual		(I) 27,115		C * (1 - A) + G 31,847		(A) * (F) 611		(J) 59,573	
Expected		(E) 2,354		C * (1 - A) + G 31,847		(A) * (C) 275		(K) 34,476	
<b>Factors</b>		<b>ARAP</b>		<b>FLARAP</b>		<b>SARAP</b>		<b>MAARAP</b>	
								<b>Exp Mod</b>	
								(J) / (K) 1.39	

RATING REFLECTS A DECREASE OF 70% MEDICAL ONLY PRIMARY AND EXCESS LOSS DOLLARS WHERE ERA IS APPLIED.

THIS MOD HAS BEEN LIMITED IN ACCORDANCE WITH EXPERIENCE RATING PLAN RULES

THIS RATING CONTAINS ALL UNIT REPORT DATA EXPECTED TO BE RECEIVED BY NCCI. NO UNIT REPORT DATA IS EXPECTED TO BE SUBMITTED TO NCCI FOR THE FOLLOWING PERIOD(S): FROM 03/01/2012 TO 03/01/2013.

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J.J. Keller & Associates Inc., a Wisconsin firm that offers ways to monitor compliance with government safety regulations, offered our employees Online Training courses on Workplace Safety:

### **Back Safety: A User's Guide**

Explains proper care and "use" of the back for a healthier, more productive life.

After completing this course, employees will be able to know about: How the human back works - How things like posture, sleep positions, physical fitness, and nutrition contribute to back health - The importance of warming up before physical activity - The right and wrong way to lift.

Topics covered include: The anatomy of the back - The Whole Life/Health cycle - Lifting Safety - Back Exercises. It addresses how lifestyle choices and everyday activities can contribute to back injuries and problems. Using an innovative safety training approach called the ""Whole Life/Health Cycle", this course helps employees build good habits that can help them stay healthier and be more productive.

Back injuries account for 1 in 5 workplace injuries every year; training helps employees maintain back health and reduce potential for back injuries and absenteeism - Covers proper lifting procedures, workplace scenarios, and how lifestyle choices and everyday activities can contribute to back problems - Uses innovative safety training approach called the "Whole Life/Health Cycle" to help employees build good habits - Employees will learn: The surprising truth about the most "back-breaking" jobs - Everyday behaviors that can lead to nagging back injuries and problems - How movement and posture affect back health - Simple stretches and exercises to help preserve back health ... on the job and off.

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### **Hand, Wrist and Finger Safety**

High-impact training covering the essentials of hand, wrist and finger safety

Topics covered by this course include: Physiology of the hand, wrist and fingers - Identification of common hazards - Proper work procedures - Tool use and maintenance - Using personal protective equipment - Injuries and first aid, and more. Uses a powerful combination of audio, full-motion video, text, and colorful graphics, to provide cost-effective, easy-to-use training - Course is divided into topic-based lessons so information is easily understood and retained.

Each year over 500,000 people injure their hands, wrists or fingers. Nearly one out of four "on-the-job" accidents involves these parts of the body. To help reduce these problems it is important for employees to learn about the most common hazards to these areas of the body.

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## **Office Safety**

High-impact training covering the essentials of office safety

Topics covered by **Office Safety** include: Safety awareness - Safety housekeeping - Slips, trips & falls - Electrical safety, and more. Shows employees what hazards exist in office environments, and how important it is to use good safety practices as they go about their work. Uses a powerful combination of audio, full-motion video, text, and colorful graphics, to provide easy-to-use training. Course is divided into topic-based lessons so information is easily understood and retained.

Office employees frequently have the feeling that since they don't work out on a plant floor safety isn't important in their jobs. Yet accidents and injuries in the office account for thousands of hours of lost time, and millions of dollars in Workers' Compensation and medical costs.

## **Slips, Trips and Falls**

High-impact training covering the essentials of slips, trips and falls

Topics covered by **Slips, Trips and Falls** include: Why slips, trips and falls occur - Common causes of accidents - Potential health effects of resulting injuries - Techniques used to avoid injury - The importance of safety shoes - How to "fall" safely, and more. Uses a powerful combination of audio, full-motion video, text, and colorful graphics, to provide cost-effective, easy-to-use training. Course is divided into topic-based lessons so information is easily understood and retained.

Most employees don't give much thought to the prospect of slipping, tripping or even falling on the job. Yet these types of accidents account for more workplace injuries annually than any other accident category.

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## **Defensive Driving: Light Vehicles (*for all on our Drivers List*)**

Defensive Driving for Light & Medium Duty fleet vehicles such as company cars, pickup trucks, utility vans, step vans, straight trucks, and non-CMV regulated vehicles.

Aimed at drivers of Class 1-6 light and medium duty vehicles, the **Defensive Driving for Light & Medium Duty Vehicles** training course covers: Defensive driving preparation - Hazard perception - Speed and space management – Seeing and being seen – Preparation – Hazard perception – Speed and space management – Distracted driving, Adverse weather conditions - The defensive driving attitude, and other techniques that will help a driver stay safe on the roadways.

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## **Distracted Driving (*for all on our Drivers List*)**

Designed to change distracted driving habits. Helps all drivers deal with the strategies they can use to deal with their own dangerous distracted driving habits and that of others.

Includes material covering the DOT Cell-Phone Ban effective 1/3/12: "Cell Phone Ban for CMV Driver's Q&A" downloadable resource - Page that addresses the FMCSA's ban on hand-held mobile phone use by CMV operators - Types of distractions - Technology as a distraction - Inattention blindness - Steps to avoid distracted driving - Recognizing the signs of other distracted motorists - What not to do when sharing the road with a distracted driver.

Contains the following lessons:

- Introduction – It's Your Job, What You'll Learn, What is Distracted Driving?
- Recognizing Driving Distractions – Distractions Happen, Technology Distractions, Texting, Types of Distractions, Inattention Blindness
- Managing Driving Distractions – Why Drivers Get Distracted, Dealing with Distracted Drivers
- Avoiding a Distraction Disaster – Steps to Avoid a Disaster, Stay Focused, Recognize Signs of Distraction, Manage Distracted Drivers
- Conclusion – Time to Review

### **Course Objectives**

To understand: How to identify common driving distractions

- Why electronic devices are serious driving distractions
- What steps you can take to avoid being a distracted driver
- Why inattention blindness is a major cause of crashes
- How to recognize and react to a distracted driver
- What strategies will help you avoid driving distractions
- How to prevent a distraction disaster



## NIOSH Science Blog

# Using Workers' Compensation Records for Safety & Health Research

January 10th, 2014 9:50 am ET

**David F. Utterback, Ph.D.; Alysha R. Meyers, Ph.D., AEP; Steve Wurzelbacher, PhD, CPE, ARM**

Workers' compensation insurance has been established in all states to provide income protection, medical treatment, and rehabilitation for employees who are injured or become ill as a result of work. Workers' compensation claims and medical treatment records along with other information resources have been used to conduct occupational safety and health research and surveillance and to identify intervention needs. The Washington State Department of Labor and Industries Safety and Health Assessment and Research for Prevention (SHARP) program<sup>1</sup>, among many other public health agencies, have produced numerous publications based on workers' compensation data analysis.

Earlier this week, NIOSH released a document, *Workers' Compensation Insurance: A Primer for Public Health* to help public health researchers and practitioners, particularly those in occupational safety and health, broaden their understanding of workers' compensation insurance, relevant aspects of the insurance industry records, and the potential uses of that information for public health purposes. The primer contains background and a brief history of the workers' compensation programs in the U.S. It also describes: (1) benefits and premiums; (2) the relationship between premiums and safety incentives; (3) roles of insurers, state agencies and third party administrators; (4) types of policies; (5) claims and other workers' compensation insurance information on medical treatments, costs and disability status; (6) limitations of current industry data standards; (7) loss prevention programs; and (8) public health research, surveillance and regulations. A glossary of workers' compensation terms and a guide for prospective research and surveillance projects are also included.

### Did You Know?

- In 2010, workers' compensation insurance covered over 124 million US workers at a total cost of \$71 billion to employers, \$28.1 billion in payments to medical providers, and \$29.5 billion in benefits to workers (Sengupta et al. 2012).
- Not only can workers' compensation records be used to determine the frequency of injuries and illnesses, but also disability status, medical treatments, their costs, hospitalizations, days away from work, and rehabilitation.
- Insurers also collect data on covered employers, including the types of hazards present in the workplace, safety/ health programs and controls in place to prevent injury/ illness and return-to-work programs to reduce injury/ illness severity.

The primer follows two workshops (September 2009 and June 2012) sponsored by several government agencies, including NIOSH, and private organizations on the use of workers' compensation data for occupational safety and health purposes. Workshop participants noted that while much progress is being made in understanding the merits of workers' compensation data resources, significant limitations exist. For example, these data appear to constitute an incomplete record of occupational injuries and illnesses at the state level. While standards for collecting and compiling the data exist, they are not universally used. Some fields on the record forms are often blank or incomplete and essential information for public health purposes, such as occupation, race, ethnicity, and duration of employment, may not be recorded. Multiple parties add data to the records at various stages as claims work their ways through the employees, employers, medical facilities, third-party administrators and state agencies.

Yet, important public health research and surveillance can be conducted with available data as long as the limitations and their effects on generalizability are considered. For example, workers' compensation records contain information on medical treatments and their costs, hospitalizations, degree and length of disability, and use of rehabilitation services. In some states, such as California and Washington, the workers' compensation claims information is used to identify more hazardous industries or leading events for claims across all industries. Other research organizations, state-based surveillance programs, and workers' compensation agencies and associations have used claims data for research and surveillance purposes (specific citations are listed in the primer). Collaborations have been mostly within states due to problems with combining data from multiple jurisdictions. NIOSH is promoting additional collaborations which would create further opportunities to use workers' compensation records and related information to prevent occupational injuries, illnesses and fatalities.

Development of the primer and creation of the NIOSH Center for Workers' Compensation Studies (CWCS) are first steps in better utilizing workers' compensation data for workplace injury and illness prevention. We welcome your suggestions on how to utilize workers' compensation data more effectively or how to develop effective partnerships between data custodians and public health agencies, and we would appreciate hearing from you in the comment section below.

*David F. Utterback, Ph.D.; Alysha R. Meyers, Ph.D., AEP; Steve Wurzelbacher, PhD, CPE, ARM*

*Dr. Utterback is a Senior Health Scientist and the NORA Services Sector Coordinator.*

*Dr. Meyers is an Epidemiologist in the NIOSH Division of Surveillance, Hazard Evaluations and Field Studies.*

*Dr. Wurzelbacher is the Director of the NIOSH Center for Workers' Compensation Studies (CWCS).*

## Athens Regional Library Outside Grants FY13/14

Grantor	Grant Description	Amount
ACCL Endowment	ACCL Materials Grant	15,000.00
ALA Muslim Travel Grant	ACCL travel grant	4,500.00
ALA Muslim Travel Grant	Oconee County Library Travel Grant	4,500.00
American Dream	Pinewoods ESL learning centers	4,500.00
Athens Rotary Club	ACCL Materials	14,000.00
Athfest Music grant	ACCL Ukuleles and instruction	680.00
Better World Books	ACCL Gift Materials	1,200.00
Bogart City Materials Grant	Bogart Materials	5,700.88
E-Rate	ARLS Educational Discount on all telephones grant	10,000.00
Friends of the Athens-Clarke County Library	ACCL Wish List	11,518.00
Friends of the Lavonia Library	Lavonia Materials	23,000.00
Friends of the Madison County Library	Madison County Wishlist	3,832.12
Friends of the Royston Library	Royston Materials	1,215.00
Grassroots Arts Grant - Oglethorpe County	Grassroots Arts Grant	2,079.00
Institute of Museum and Library Science	ACCL Baby Boomers Technology Grant 3 Years	1,000.00
Institute of Museum and Library Science	ACCL Baby Boomers Technology Grant Year 4	182,965.00
LSTA PRIME TIME year 2	Pinewoods educational grant	160,035.00
Oconee County Friends of the Library	Watkinsville Materials	11,250.00
Oglethorpe County Friends of the Library	Oglethorpe County Materials	26,433.47
State Major and Renovation Grant	Royston, Oglethorpe and ACCL	3,681.21
Plumb Creek Foundation	ACCL Summer Reading Club	63,828.00
State of Georgia Financing Commission	Royston Construction Grant	750.00
State of Georgia Financing Commission	Oglethorpe County MRR HVAC grant	1,750,000.00
State of Georgia Financing Commission	Madison County Construction Grant	22,000.00
State of Georgia Financing Commission	ACCL MRR boiler grant	1,515,000.00
State of Georgia Financing Commission	ACCL Construction Grant	100,000.00
State of Georgia Financing Commission	Lavonia Grant	2,000,000.00
State of Georgia Financing Commission	MRR regional computer grant	13,750.00
Summer Reading Club Local Donations	Summer Reading Club	53,000.00
USDA Computer Grant	Royston Computers	4,800.00
USDA Computer Grant	Madison County Computers	50,000.00
TOTAL		25,000.00
		<b>6,080,717.68</b>

Director's Report  
January 16, 2014

In 2012, the Georgia Public Library Service determined that future contracts for broadband/internet service would likely be handled more cheaply by local library systems bidding their services. Last year, several systems issued an RFP for internet services and entered into contracts. The State Library is picking up the cost of the difference between the e-rate funding and the full rate, but local libraries will need to pay for filtering and for firewalls.

Last November, ARLS issued an RFP for all libraries in the region. In late December, we received 7 responses. After reading and evaluating the information, there were 3 proposals that were responsive and could provide a single point of service for all 11 locations in the 5 counties. We were able to interview 2 yesterday, have 1 more next week. Consultant Kurt Zeiger from Georgia Public Library Service met with us as we discussed the process.

Each firm was given a list of questions. One of our concerns is cost, although we know the state library will manage the additional percentage cost [approximately 20%]. We will still have to pay for filtering and firewalls; these costs used to be included in what GPLS provided. We also want to be sure there will be no downtime. The Board of Regents plans to shut down service on July 1, so we need to have plans in place well before this date. In fact, we need to gather information and be ready to decide by the end of January.

This is probably the most important staff decision we will need to make in the next year. Choosing an internet provider is crucial to our success across the region. Each vendor provides the opportunity to substantially increase the internet service—which we've said we must do! There will be some costs involved, we'll try to keep those minimal, but we know we must have a good filtering system. We also want guaranteed service/maintenance. And we need to be sure we can transition over to a new system without down time.

FYI, the low bid is around \$9800 per month for the 5 libraries; the high is approximately \$17,000 [and of course we all like that one!] The 80% or higher discount rate will be in play. Ultimately, we will choose the best service for all libraries.

Digital Divide. Throughout the region, we continue to be aware that the library provides one of the few sources of free internet access. While the price of computers has decreased, the cost of internet access continues to be a major cost for many. Over the holidays, I was in several establishments and heard that they greatly appreciate our libraries and the access we provide. Many libraries require a "clean" library card—no fines—in order to use their units. And to obtain a library card, there are barriers that we don't require. Our computers are full daily with people looking for jobs, creating resumes, applying for openings, searching databanks, taking sample tests to qualify for positions, and using e-mail. After Christmas, we saw many who had new e-readers seeking assistance in downloading materials.

Legislative Information. The Governor released his budget proposal yesterday. It includes an additional \$2 million for computer replacement. This would be very welcome! He also included performance incentive funds for the state librarians. There is no construction funding, no MRR for building repair, and no materials funding.

There are two issues that may go to the floor this session. The first is to create a position for people working under 30 hours per week with NO benefits. UGA has this in place, and it would help us in two ways. First, the cost of health insurance will be \$11,360 per year for anyone currently working over 17 hours per week. I believe that increasing the number of hours people could work will help with our turn-over situation.

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Varsity Hot Dog Day. This annual event will be held on January 27 at the Capitol. All legislators have been invited to attend by the Georgia Council of Public Libraries [our lobbying arm]. Traditionally, this has been a well-attended affair and we can expect most of our legislators to stop by to say hello, even if they have other events to attend. Last year, we were able to obtain \$2 million statewide for computer replacements on this day following a casual conversation with Senator Cowser. We are told this will be an expedited session with most attention focused on the budget. Our issues are as follows:

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I am actively opposing this move. One of the keys to this service is the personal one-to-one connection our staff has with talking book users. We believe that we provide far better service than either location and are more centrally located to serve all of Northeast Georgia.

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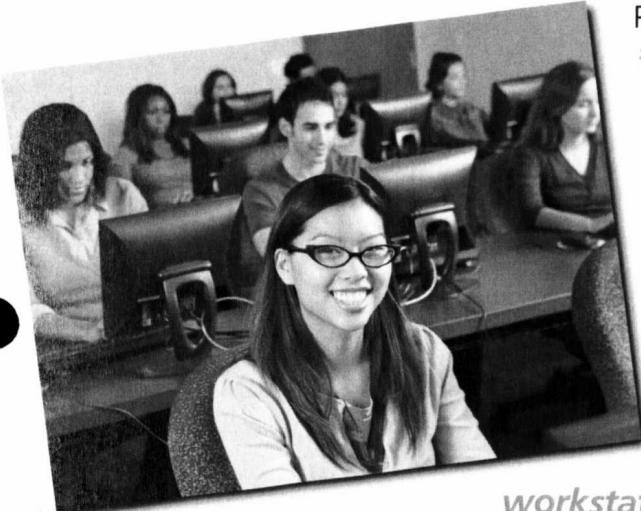
# Did you know...?

SURPRISING FACTS ABOUT GEORGIA'S PUBLIC LIBRARIES

During FY2013, every dollar that was invested in Georgia's public libraries provided a *return on investment of \$6.53!*

In FY2013, Georgians checked out more than ***41.5 million items*** from their public libraries.

More than ***1.4 million youngsters*** attended one of the nearly ***44,000 events*** that Georgia's public libraries offered for children and youth in FY2013.



available at Georgia's public libraries.

In FY2013, hundreds of thousands of individuals used public-access computers at Georgia's public libraries each week — totaling almost ***13 million user sessions***, plus another ***3.5 million wireless connections***, for the year!

Georgians turn to libraries when *searching for jobs*. Public libraries and Georgia Department of Labor Career Centers provide career-counseling resources, resume assistance and help with filling out online job applications.

- Georgia public libraries offering career assistance: ***300+***
- Georgia Department of Labor Career Centers: ***48***

More public libraries offer *free meeting rooms* than there are conference/convention facilities and public auditoriums combined.

● Georgia's public libraries circulate nearly ***114,000 items daily*** — as many different items as carried by the state's 156 Walmart stores.

In a 2012-2013 survey of Americans' attitudes and expectations for public libraries, the Pew Research Center's Internet & American Life Project finds:

- 80 percent of Americans say borrowing books is a "very important" service libraries provide.
- 80 percent say reference librarians are a "very important" service of libraries.
- 77 percent say free access to computers and the Internet is a "very important" service of libraries.

Of those patrons who visited a library or bookmobile in person in the past year:

- 73 percent visited to browse the shelves for books or media.
- 73 percent visited to borrow print books.
- 66 percent of those who used the Internet at a library in the past 12 months did research for school or work.
- 50 percent visited to get help from a librarian.
- 46 percent visited to use a research database.
- 41 percent visited websites for information about government services.
- 36 percent looked for jobs or applied for jobs online.
- 16 percent took an online class or completed an online certification program.

## **Georgians value the benefits their public library cards provide.**

Georgia population: **10.6 million**

Georgians with library cards: **4.75 million**

Georgians with PINES cards: **2.9 million**

## **Ge Georgians believe libraries are vital public resources.**

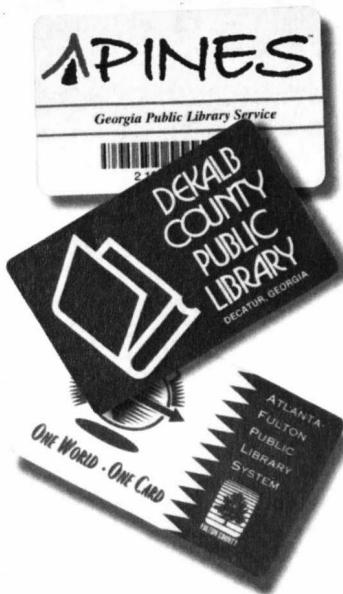
**2,662** Georgians work in public libraries.

More than **2,500+** Georgians volunteer with public libraries, either directly or as members of local "Friends" organizations.

Nearly **2,000** Georgians serve as trustees for their local public libraries.

Sources: U.S. Census Bureau, Georgia Public Library Statistics FY2012

## **Public libraries are accessible to virtually every community.**



In Georgia, there are:

**403** public library branches and service outlets

**254** Starbucks locations

**213** communities with a public golf course

**182** Publix grocery stores

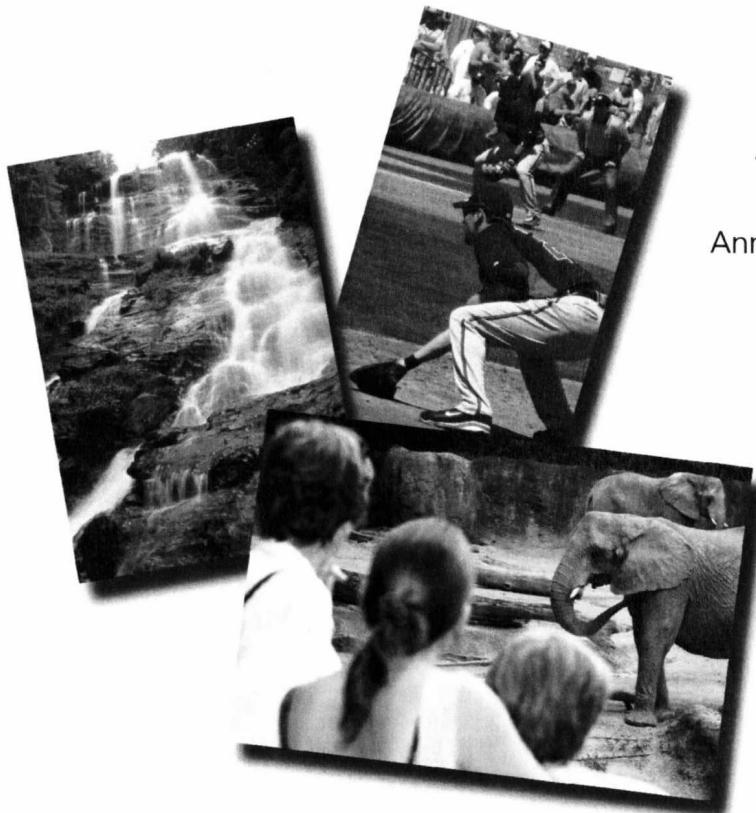
**156** Walmart stores

**95** communities with one or more movie theaters

**63** state parks

Sources: Georgia Public Library Statistics FY2013, Georgia Department of Economic Development, various retailers' websites and annual reports

## **Ge Georgians rely on public libraries for education, job and career information, research, training and entertainment.**



The **31 million annual visitors** to Georgia's public libraries in FY2013 far exceed the number of visitors to many of the state's other attractions — **combined!**

Annual visitors to City of Savannah: **13 million**

Centennial Olympic Park: **3 million**

Atlanta Braves home games: **2.5 million**

The World of Coca-Cola: **1.1 million**

UGA and Georgia Tech home football games: **900,000**

Zoo Atlanta: **850,000**

Atlanta Hawks home games: **620,000**

Atlanta Falcons home games: **560,000**

Sources: Georgia Public Library Statistics FY2012, Atlanta Convention & Visitors Bureau, Savannah Convention & Visitors Bureau, ESPN, Zoo Atlanta. Photo of Amicalola Falls courtesy Georgia Dept. of Natural Resources; elephant photo courtesy Zoo Atlanta.



1800 Century Place, Suite 150  
Atlanta, GA 30345-4304  
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*A Unit of the University System of Georgia*

1/14/2014

## **FMLA**

The Family and Medical Leave Act ("FMLA") provides certain employees with up to 12 workweeks of job-protected leave a year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. The FMLA does not require the employer to pay the employee; it is intended only to protect the employee's job and status during this time. Pay for the employee is determined by the availability/use of sick time/vacation/personal days, and by any long term disability coverage. The law states that "Employees may choose to use, or employers may require the employee to use, accrued paid leave to cover some or all of the FMLA leave taken." The 12 workweeks do not have to be consecutive, nor are complete days required to be taken; the employee may take intermittent leave or work on a reduced schedule, the time in any increments and periods of time allowed by the employer.

FMLA provisions require employers to grant eligible employees up to 12 weeks of leave, for one or more of the following:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

The term "serious health condition" is defined specifically in the law. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or,
- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

The employer is required to continue health benefits (including family coverage) for an employee who is on FMLA leave. The FMLA Guidelines state:

Upon return from FMLA leave, an employee must be restored to his or her original job, or to an "equivalent" job, which means virtually identical to the original job in terms of pay, benefits, and other employment terms and conditions. In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using (but not necessarily during) FMLA leave.

## **GA General Assembly**

web site- <http://www.legis.state.ga.us/>

### **State Senators in Districts within the Athens Regional Library System (2-year term)**

(\* indicates regions where only a portion falls within that district)

#### **District 24: (Oglethorpe County)**

The Honorable Bill Jackson

**Next election 2014**

*Capitol Address:*

218 State Capitol

Atlanta, GA 30334

(404) 656-5132

*District Address:*

108 Colony Park Drive Suite 400

Cumming, GA 30040

(770) 844-6768

Website: <http://www.senate.ga.gov/senators/en-US/member.aspx?Member=26>

Email: [bill.jackson@senate.ga.gov](mailto:bill.jackson@senate.ga.gov)

#### **District 46: (Clarke Co.\*, Oconee Co.)**

The Honorable Bill Cowsert

**Next election 2014**

*Capitol Address:*

121-E State Capitol

Atlanta, GA 30334

(404) 463-1383

*District Address:*

P.O. Box 512

Athens, GA 30603

(706) 543-7700

Website:

[www.senate.ga.gov/senators/en-US/member.aspx?Member=9](http://www.senate.ga.gov/senators/en-US/member.aspx?Member=9)

Email: [bill.cowsert@senate.ga.gov](mailto:bill.cowsert@senate.ga.gov)

**District 47: (Madison Co., Clarke Co.\*)**

The Honorable Frank Ginn

**Next election 2014**

*Capitol Address:*

321-A Coverdell Legislative Office Building  
Atlanta, GA 30334  
(404) 656-4700

*District Address:*

P.O. Box 1136  
Danielsville, GA 30633  
(706) 680-4466

Website: [www.frankginn.com/](http://www.frankginn.com/)

Email: [frank.ginn@senate.ga.gov](mailto:frank.ginn@senate.ga.gov)

**District 50: (Lavonia, Royston)**

The Honorable John Wilkinson

**Next election 2014**

*Capitol Address:*

321-B Coverdell Legislative Office Bldg.  
Atlanta, GA 30334  
Phone: (404) 463-5257

*District Address:*

P.O. Box 2227  
Toccoa, GA 30577  
Phone: (706) 886-1898

Website: [www.votewilkinson.com/](http://www.votewilkinson.com/)

Email: [john.wilkinson@senate.ga.gov](mailto:john.wilkinson@senate.ga.gov)

## **State Representatives in Districts within the Athens Regional Library System (2-year term)**

(\* indicates regions where only a portion falls within that district)

### **District 32: (Lavonia\*, Madison County)**

The Honorable Alan Powell

**Next election 2014**

*Capitol Address:*

Suite 507 Coverdell Legislative Office Building

Atlanta, GA 30334

(404) 656-0202

*District Address:*

P.O. Box 248

Hartwell, GA 30643-0248

(706) 376-4422 – Office

Website:

[www.house.ga.gov/Representatives/en-US/member.aspx?Member=187&Session=21](http://www.house.ga.gov/Representatives/en-US/member.aspx?Member=187&Session=21)

Email: [alanpowell23@hotmail.com](mailto:alanpowell23@hotmail.com)

### **District 33: (Madison Co.\*)**

The Honorable Tom McCall

**Next election 2014**

*Capitol Address:*

228 State Capitol

Atlanta, GA 30334

404-656-5099

*District Address:*

2835 Washington Highway

Elberton, GA 30635

Website: [www.house.ga.gov/Representatives/en-US/member.aspx?Member=167&Session=21](http://www.house.ga.gov/Representatives/en-US/member.aspx?Member=167&Session=21)

Email: [tommccall@bellsouth.net](mailto:tommccall@bellsouth.net)

### **District 117: (Clarke County, Oconee County)**

The Honorable Regina Quick

**Next election 2014**

*Capitol Address:*

509-C Coverdell Legislative Office Bldg.

Atlanta, GA 30334

404-656-0220

*District Address:*

150 E. Washington Street

Athens, GA 30601

Website: <http://www.house.ga.gov/Representatives/en-US/member.aspx?Member=829&Session=23>

Email: [regina.quick@house.ga.gov](mailto:regina.quick@house.ga.gov)

### **District 118: (Clarke County)**

The Honorable Spencer Frye

**Next election 2014**

*Capitol Address:*

(unknown)

*District Address:*

P.O. Box 8101

Athens, GA 30603

Website: [www.spencerfrye.com/](http://www.spencerfrye.com/)

Email: [spencer.frye@house.ga.gov](mailto:spencer.frye@house.ga.gov)

### **District 119: (Oglethorpe County)**

The Honorable Chuck Williams

**Next election 2014**

*Capitol Address:*

601-E Coverdell Legislative Office Building

Atlanta, GA 30334

(404) 656-0254

*District Address:*

P.O. Box 1365

Watkinsville, GA 30677

Website: [www.votechuckwilliams.com/](http://www.votechuckwilliams.com/)

Email: [chuck.williams@house.ga.gov](mailto:chuck.williams@house.ga.gov)

**District 120: (Oglethorpe County)**

The Honorable Mickey Channell

**Next election 2014**

*Capitol Address:*

133 State Capitol

Atlanta, GA 30334

(404) 656-5103

*District Address:*

PO Box 839

Greensboro, GA 30642

706-453-1230

Website: [www.mickeychannell.com/](http://www.mickeychannell.com/)

Email: [mickey.channell@house.ga.gov](mailto:mickey.channell@house.ga.gov)

# Georgia Government

web site- <http://www.georgia.gov>

## Executive

### **Governor (4-year term):**

#### **Next gubernatorial election 2014**

The Honorable Nathan Deal  
Office of the Governor  
203 State Capitol  
Atlanta, Georgia 30334  
(404) 656-1776  
(404) 657-7332 (fax)  
web site- <http://www.gov.state.ga.us/>

### **Lieutenant Governor (4-year term):**

#### **Next election 2014**

The Honorable Casey Cagle  
Office of the Lieutenant Governor  
240 State Capitol  
Atlanta, GA 30334  
(404) 656-5030  
(404) 656-6739 (fax)  
web site- <http://ltgov.georgia.gov>

### **Attorney General (4-year term):**

#### **Next election 2014**

Sam Olens  
Office of the Attorney General  
40 Capitol Square, SW  
Atlanta, GA 30334  
(404) 656-3300  
(404) 657-8733 (fax)  
Website: <http://law.ga.gov>

## **ATHENS REGIONAL LIBRARY BOARD COMMITTEES 2014**

### **EXECUTIVE COMMITTEE**

Michael Moak, Chair [Madison County]  
Cheryl Slater, Vice Chair [Franklin County]  
Tom Gresham, Treasurer [Oglethorpe County]  
Svea Bogue, At Large [Athens-Clarke County]

### **FINANCE COMMITTEE**

Tom Gresham, Chair [Oglethorpe County]  
Penny Mills [Oconee County]  
Robert Wyatt [Oconee County]  
Cheryl Slater [Franklin County]

### **PERSONNEL COMMITTEE**

Bill Prokasy, Chair [Athens-Clarke County]  
John Timmons [Athens-Clarke County]  
Karen Harrison [Madison County]

### **POLICY ISSUES COMMITTEE**

Dennis Hopper, Chair [Athens-Clarke County]  
George Nale [Madison County]  
Howard Shapiro [Oglethorpe County]  
Rita Shoemaker [Franklin County]

### **PUBLICITY COMMITTEE**

Svea Bogue, Chair [Athens-Clarke County]  
Wayne Miller [Franklin County]  
Kelly Holt [Oconee County]  
Jean Westmacott [Oglethorpe County]

Board Chairman and Library Director are Ex-officio members of all Committees and should be notified of all Committee meetings. All Committee Meetings should operate under the provisions of the Open Meetings Act.

## Athens Regional Library Board 2014

### **Executive Board**

---

Mr. Michael Moak, Chairman  
131 Bridlewood Trail  
Hull, GA 30646  
706-548-4879 (H)  
706-548-3121 x573 (W)  
[ammoakga@gmail.com](mailto:ammoakga@gmail.com)

Ms. Cheryl Slater, Vice-Chairman  
P.O. Box 745  
Royston, GA 30622  
706-246-9599 (H)  
913-708-2088 (C)  
[MrsWaltSlater@aol.com](mailto:MrsWaltSlater@aol.com)

Mr. Tom Gresham, Treasurer  
154 Timberland Trail  
Arnoldsville, GA 30619  
706-742-7195 (H)  
[gistom@windstream.net](mailto:gistom@windstream.net)

Ms. Svea Bogue, At Large  
150 Pinecrest Ct.  
Athens, GA 30605  
706-353-7804 (H)  
[sveabogue@gmail.com](mailto:sveabogue@gmail.com)

### **Regional Board**

#### *Appt. by Oconee County*

Ms. Kelly Holt  
1200 Oconee Forest Drive  
Watkinsville, GA 30677  
706-769-9617  
[kholt@uga.edu](mailto:kholt@uga.edu)

Ms. Penny Mills  
1150 Northwoods Rd.  
Watkinsville, GA 30677  
706-769-4077 (H)  
706-201-4640 (W)  
770-654-9932 (C)  
[pennymills@bellsouth.net](mailto:pennymills@bellsouth.net)

Mr. Robert Wyatt  
1090 Apalachee Trace  
Bishop, GA 30621  
706-769-5362 (H)  
770-296-6307 (C)  
[rewyatt@uga.edu](mailto:rewyatt@uga.edu)

#### *Appt. by Oglethorpe County*

Mr. Howard Shapiro  
P.O. Box 418  
Lexington, GA 30648  
706-338-7348  
[ivymaus3@gmail.com](mailto:ivymaus3@gmail.com)

Ms. Jean Westmacott  
59 Oconee Forest Road  
Stephens, GA 30667  
706-759-3798 (H)  
706-372-1334  
[jeanwestmac@gmail.com](mailto:jeanwestmac@gmail.com)

***Appt. by Madison County***

Ms. Karen Harrison  
150 Martin-Griffeth Rd.  
Hull, GA 30646  
706-549-0241  
[karenhharrison@bellsouth.net](mailto:karenhharrison@bellsouth.net)

Mr. George Nale  
505 W. Minish Lake Rd.  
Commerce, GA 30530-4730  
706-789-3997 (H)  
[georgenale505@windstream.net](mailto:georgenale505@windstream.net)

***Appt. by Franklin County***

Mr. Wayne Miller  
89 Place De L'etoile  
Lavonia, GA 30553  
706-356-3384 (H)  
[wmiller@windstream.net](mailto:wmiller@windstream.net)

Ms. Rita Shoemaker  
106 Franklin Springs Circle  
Royston, GA 30662  
[ritabshoe@hotmail.com](mailto:ritabshoe@hotmail.com)  
706-245-7374 (H)  
404-906-9653

***Appt. by Athens-Clarke County***

Mr. Dennis Hopper  
115 High Ridge Dr.  
Athens, GA 30606  
706-548-3973 (H)  
706-340-1220 (C)  
[4hops@charter.net](mailto:4hops@charter.net)

Mr. William Prokasy  
263 Woodlake Dr.  
Athens, GA 30606  
706-354-6828 (H)  
[wfp@charter.net](mailto:wfp@charter.net)

Mr. John Timmons  
305 High Ridge Dr.  
Athens, GA 30606  
706-543-2358 (H)  
706-549-0010 (W)  
[john@classiccitylaw.com](mailto:john@classiccitylaw.com)

## **ATHENS REGIONAL LIBRARY SYSTEM**

### **LIBRARY BOARD SCHEDULE 2014**

January 16 <sup>th</sup>	- 3:30 PM	Athens-Clarke County Library
April 17 <sup>th</sup>	- 3:30 PM	Athens-Clarke County Library
July 17 <sup>th</sup>	- 3:30 PM	Athens-Clarke County Library
October 16 <sup>th</sup>	- 3:30 PM	Athens-Clarke County Library

# **ATHENS REGIONAL LIBRARY BOARD**

## **Draft Minutes of April 17, 2014 Meeting**

Athens-Clarke County Library Board Room

Meeting was called to order at 4:06 pm by Chairman Michael Moak (Madison County). Present were Ms. Mills and Mr. Wyatt (Oconee County), Mr. Miller, Ms. Slater and Ms. Shoemaker (Franklin County), Mr. Gresham, Mr. Shapiro and Ms. Westmacott (Oglethorpe County), Mr. Nale (Madison County), Ms. Bogue, Mr. Hopper, Mr. Prokasy and Mr. Timmons (Athens-Clarke County). Absent were Ms. Harrison (Madison County) and Ms. Holt (Oconee County). Staff present were Mrs. Ames, Ms. Simonds, Ms. Brumby, Mr. Greg Deal, and Ms. Ovington, who recorded the Minutes.

The Minutes of January 16, 2014 board meeting were unanimously approved (moved by Ms. Bogue, seconded by Mr. Timmons). The Agenda was unanimously approved (moved by Ms. Bogue, seconded by Mr. Gresham). There was no public comment.

### **Staff Report:**

Computer Operations Manager Greg Deal updated everyone on the status of the bandwidth upgrades and to tell a little more about the process ARLS has been involved in. In December ARLS put out a Request for Proposals for new bandwidth at all locations. GPLS Internet service will end on July 1, 2014 and new service will need to be in place by then. Seven bids were received. Of those, Greg Deal and his team narrowed it down to 3 vendors. Mrs. Ames, Greg Deal, Karen Douglas, and Craig Zeiger from GPLS participated in the vendor interviews. Using eRate and GPLS guidelines for evaluation, with price, experience, technical expertise and support being the criteria, Windstream was chosen. The Form 471 for eRate has been filed, and site surveys are currently being conducted to assess fiber readiness at each location.

### **Financial Report:**

Ms. Simonds reported that we are in the 3<sup>rd</sup> Qtr of FY14 and should be around 75% expenditures and revenues. Revenues for the region are reported at 74.30% and expenditures are at 72.22%. Ms. Simonds stated that dues and registrations were high due to the fact that they are paid annually and so we will not have additional expenditures this year. Materials were low at 64.06% and Ms. Simonds stated that some electronic resources' bills were coming in soon and will come out of this budget line item. Vehicle operating expenses were also high due to the fact that we had some major repairs on vehicles that were necessary. Ms. Simonds also stated that the workman's comp and regular insurance invoices were paid in March, so no further expenditures will be made this year.

### **Regional Reports**

#### **Oglethorpe County:**

Ms. Jean Westmacott reported that branch manager Tiffany Speed will return from FMLA leave on May 5<sup>th</sup>, and they all have appreciated the staff's help in filling in for her.

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Their Strategic Plan Committee is waiting for staff input before proceeding—it includes increases in pay for staff and hours, and they will be asking their Board of Commissioners to supplement funds. Their FOL group raised \$600 at their Spring Book Sale; they attend the local Farmers Market on Saturdays and hand out library membership applications.

**Madison County:**

Mr. Nale reported they received no budgetary increase for materials. They are looking to hire PT staff at 29 hours/week. Their FOL group raised \$4,400 at their book sale. They still have \$7,500 left in Construction Fund reserves, and they will use it to landscape a reading area with a bench—they will solicit bids soon. Branch librarian Suzanne DeGrasse resigned and Kim James (former ACCL Childrens Librarian) will fill the position starting in May.

**Athens-Clarke County:**

Mr. Hopper reported that the public art outside by the bus stop will have a dedication on Family Fun Day, Saturday, May 24<sup>th</sup>.

**Franklin County:**

Ms. Shoemaker reported they are striving in earnest to come up with more budgetary funding sources, especially to increase staff size. They would also like to build FOL membership; they had their board members join both FOL groups.

**Oconee County:**

Mr. Wyatt is the new Chairman of their local board. Branch manager Jackie Elsner retires May 30<sup>th</sup>, and they have 12 job applicants from which they chose three to interview. The Town of Bogart is holding budgetary hearings and they've had a presence at those, trying to secure an additional \$500 for Operating Costs. Their new SPLOST for 2015 includes expansions in Bogart and Watkinsville. They also wish to be proactive toward land acquisition, working for a new main library campus. They are hoping for Bogart to expand right away with State Library construction funds. Their FOL Spring Book Sale brought in \$10,000 (their Fall Book Sale brought in \$23,000). An Ad Hoc Committee will examine meeting room use and whether that policy should change.

**Director's Report:**

Mrs. Ames reported on the GPLS New Library Directors' Orientation where she presented two programs. There were 20 new directors out of a total of 63 positions across the state—the presentations focused on programming, ethics, and policies. A particular takeaway is that personnel policies should be reviewed and updated every 3 years, including updates on Fair Labor Standards laws. FMLA leave was also examined. Mrs. Ames was appointed by the Board of Regents Vice Chancellor to participate on the 12-person Search Committee for a new State Librarian [3 Board of Regents representatives, 2 GPLS staffers, a Regent, and 6 library Directors. They have narrowed the field to five candidates, former ARLS Asst. Dir. Julie Walker is among them and will interview next week. Bandwidth will be increased system-wide

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with Windstream and ACCL. Mrs. Ames distributed a handout regarding the relationship between the Board of Trustees and the FOL in advance of a program to be sponsored by the Friends of Georgia Libraries.

**Unfinished Business:**

Travel Mileage Increase- Ms. Simonds stated that the State travel mileage rate was changed from .565 cents per mile to .56 cents per mile in January 2014. The Board adopted the policy change with a unanimous vote (moved by Mr. Nale, seconded by Mr. Gresham). Ms. Simonds will amend all new travel forms.

Update on New Vehicle- Ms. Donna Brumby reported that the old Ford Taurus station wagon was traded for a new Ford Transit Connect XLT van that gets 29 mpg. ARLS Lettering and a window will be installed soon.

New Director Search- Mr. Prokasy updated the Board on the progress the Personnel Committee has been making in the search for a new Director. Three candidates were chosen to interview over a two day period each, and they have two more candidates to interview. There were 5 total candidates chosen but two dropped out of the running. Board and Staff are to send feedback to Mr. Prokasy after they meet each candidate.

**New Business:**

New Gun Law Update- Mr. Timmons presented the draft of a statement the ACCL Board drew up urging Governor Deal to reject the new gun law HB60, saying the ARLS Board should consider adapting it to send on behalf of the entire System (moved by Mr. Wyatt, seconded by Mr. Gresham). Chairman Moak will mail the statement to Governor Deal, and Mrs. Ames will write to Legislators, urging them to reject HB60 and including the statement.

Director Emeritus proposal- The Policy Committee led by Mr. Hopper will review the By-laws to see if a Director Emeritus position is possible. The Chair will appoint an Ad Hoc Committee.

**Announcements:**

None.

The Meeting was adjourned at 5:10 pm (moved by Mr. Hopper, seconded by Mr. Nale).

**Next Meeting is July 17, 2014 at 3:30 p.m., Athens-Clarke County Board Room**

**Draft Agenda**  
**Athens Regional Library Board Meeting**  
**April 17, 2014**

Call to Order

Minutes of the January 16, 2014 meeting

Public Comment [5 minute limit]

Adopt Agenda

Staff Report— Greg Deal (eRate and New Broadband Service Plan)

Financial Report—Mamie Simonds, Business Manager

Regional Reports

Director's Report

Unfinished Business

Travel Mileage Increase, Change in Policy and Update on New Vehicle  
Director Search Update (Bill Prokasy)

New Business

New Gun Law (John Timmons)  
By-laws and Policy Committee

Announcements:

Adjournment

Next Meeting is July 10, 2014 at 3:30 p.m., Athens-Clarke County Board Room

**Draft Agenda**  
**Athens Regional Library Board Meeting**  
**July 17, 2014**

Call to Order

Introduction of Guest: District 117 Representative Regina Quick

Discussion Topic: New Gun Law (Rep. Quick and John Timmons)

Minutes of the April 17, 2014 meeting (and Minutes of two Called Meetings)

Public Comment [5 minute limit]

Adopt Agenda

Financial Report—Mamie Simonds, Business Manager

Regional Reports

Director's Report

MRR Proposal for FY2016 beginning 7/1/15  
TBC Closure June 30, 2015

New Business

2015 ARRL Budget [Mamie]

Signature Authority

FY15 Application for State Aid

FY15 Certifications

Request: Closure for 90 minutes per location for Training, August

Policy Issue: Change fee for electronic devices

Unfinished Business

Director Search Update (Bill Prokasy)

Announcements:

Staff Development Day, November 11

Adjournment

**Next Meeting is October 16, 2014 at 3:30 p.m., Athens-Clarke County Board Room**

## **ATHENS REGIONAL LIBRARY BOARD**

### **Draft Minutes of July 17, 2014 Meeting**

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:30 pm by Chairman Micheal Moak (Madison County). Present were Ms. Mills and Ms. Holt (Oconee County), Ms. Slater and Ms. Shoemaker (Franklin County), Mr. Gresham, Mr. Shapiro, and Ms. Westmacott (Oglethorpe County), Mr. Nale and Ms. Harrison (Madison County), Mr. Hopper, Mr. Prokasy, and Mr. Timmons (Athens-Clarke County). Absent were Mr. Wyatt (Oconee County), Ms. Bogue (Athens-Clarke County), and Mr. Miller (Franklin County). Staff present were Mrs. Ames, Ms. Simonds, Ms. Brumby, and Ms. Ovington, who recorded the Minutes.

Introduction of Guest: District 117 Representative Regina Quick

Discussion Topic: New Gun Law, House Bill 60  
Rep. Quick departed after the discussion at 4:25 pm.

The Minutes of October 17, 2013 board meeting and the two Called meetings were unanimously approved (Moved by Mr. Prokasy, Seconded by Mr. Hopper). The Agenda was unanimously approved (Moved by Mr. Timmons, Seconded by Ms. Harrison). There was no public comment.

#### Financial Report:

Ms. Simonds stated that we have completed the 4<sup>th</sup> Quarter of FY14 and should be at 100% annual budget. Revenues were at 98.83% and expenditures at 98.09%, so revenues were over expenditures which will go into reserve. The budget is within acceptable variation limits and no Board action was required.

Ms. Simonds stated that the annual audit engagement was performed by Randall Sanders, CPA in April. Ms. Simonds noted that this year was one of the better audits that ARLS has received. She noted that Mr. Sanders expressed the need for improvement on the branch collections of deposits and the stock valuation at the end of each fiscal year.

Ms. Simonds also noted that she was invited to the GPLS Directors Meeting to receive her Library Financial Management Certification Certificate, and she thanked the board for allowing her to attend these classes that have spanned over the last three years.

#### Regional Reports

##### Athens-Clarke County:

Mr. Hopper deferred to Mrs. Ames' Director's Report for the ACCL report.

##### Oglethorpe County:

Ms. Jean Westmacott reported that Branch Manager Tiffany Speed returned from maternity leave on May 5th. Their Strategic Plan for 2014-19 has been completed with

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July 17, 2014

staff input. The next step is to create a timeline for implementing goals and objectives. Their budget was submitted to their Commissioners on June 2. One goal was to increase the hourly rate of compensation and weekly hours for part time staff in order to improve service, provide greater security and reduce staff turnover/retraining. The Commissioners could only add approx. \$500 to the FY15 budget for the library--only enough to cover the teacher's retirement increase for the branch manager. Their Friends of the Library group r is working on initiating a Friends Fall Pledge Drive, with a goal to raise \$5,000. The Friends are also maintaining a table at the local farmers' market at Oglethorpe Fresh to sell books and hand out applications for library cards. Their board decided to explore the possibility of reducing library hours and not filling a part time staff position that will become vacant at the end of July. By doing this they hope to re-allocate the pay and hours of that position to the remaining three part time positions in order to increase their pay rate and hours per week.

#### Oconee County:

Ms. Holt reported that their Board just met with new branch librarian as of June 16<sup>th</sup>, Ms. Rhea Hébert, present for the first time. Attendance is high in programs for all ages. Mrs. Ames is completing a plan drafted to renovate and add 9,000 square feet to the Bogart branch. It's to be submitted by October 1<sup>st</sup> for grant funding. Their FOL group is preparing for their next Book Sale, with their \$1/Bag Day being replaced with a 50% Off Day. They are thinking of different ways to obtain funding and find benefactors. They want to do a Meet & Greet event with the Oconee Board of Commissioners and perhaps other entities, and their Finance Committee is working on that.

#### Franklin County:

Ms. Shoemaker reported that they are amending the policy they follow when accepting gifts. They received no increases in budget funding so they are thinking more creatively to find funding. Lavonia is helping to fund MRR improvement projects on the branch library, matching grant funding 50/50.

#### Madison County:

Mr. Nale reported that their Board just met with new branch librarian, Ms. Kim James, present for the first time. Branch staff was complimented and thanked for successful operations of the branch while they had no new manager on site yet. A representative of the local Girl Scouts proposed they redo the new landscaping at the entrance at their cost and were approved; scouts will be working toward their Gold Award via this project. Defective belts in their newly installed HVAC compressor were replaced and problems resolved. Mr. Moak and others had a booth at the Colbert Fourth of July event to build FOL membership and library patronage. They are putting

Athens Regional Library  
July 17, 2014

Housekeeping out to bid before October 1. A new rack for donated magazines has been built, gifted by FOL, and installed. They are preparing for their Book Sale Sept. 11-20. Special Projects have been placed on hold, but they are accepting bids on renovating an outdoor reading area using remaining construction funds. On July 23<sup>rd</sup> Victor Johnson will present to the Madison County Board of Commissioners regarding funding.

**Director's Report:**

Mrs. Ames distributed a letter from the State discussing the closure and consolidation of all Talking Book Centers by the end for Fiscal Year 2015. Because she believes that this is an essential service, focusing on outreach and direct personal contact, she and three other library directors have proposed "Four Corners." This proposal would expand the outreach service area for services, leaving book distribution to the Atlanta Center, and focusing on various outreach programs including personal assistance. The group has met with Ms. Walker, State Librarian, about the proposal which is under consideration.

The Library System will receive approximately \$50,000 for computer upgrades in the region. The deadline is November 1 and the Instructional Technology Department is working on "wish lists" for different applications. The grant will enable the System to continue to upgrade our equipment.

The full report is attached.

The ACCL FOL group will have a Book Sale on August 16 & 17, 2014.

**New Business:**

ARLS FY15 Budget: Ms. Simonds stated that the board must approve each budget as provided by the state. First the state Personnel budget was approved at \$564,409.00 (Motioned by Mr. Hopper, Seconded by Mr. Timmons, unanimously approved). Next the Materials budget was approved at \$23,012.10 (Motioned by Mr. Gresham, Seconded by Ms. Harrison, unanimously approved). Ms. Simonds stated that the state Materials budget would be used for Electronic materials such as OverDrive, as well as access to the internet such as Faronics and Fortres Grand Corporation. The System and Services grant was also approved at \$99,564.0000 (Motioned by Mr. Prokasy, Seconded by Mr. Hopper, unanimously approved). Ms. Simonds stated that the System and Services grant (SSG) is used for wages for three staff members whose duties support the Region. Next, the NEGA Talking Book Center grant was approved at \$124,620.0000 (Motioned by Mr. Prokasy, Seconded by Mr. Hopper, unanimously approved). Ms. Simonds also presented the total Regional Budget to be approved at \$901,915.00. Increases were made in the Dues and Registrations expenditure line item (\$1000.00 increase) as well as supplies expenditure line item (\$3,910.00 increase).

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Athens Regional Library  
July 17, 2014

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Signature Authority: It was granted to Mrs. Ames for FY15 (Moved by Mr. Timmons, Seconded by Mr. Nale), unanimously approved.

Certifications: Chairman Moak signed the FY15 Application for State Aid to Public Libraries, Certifications Regarding Debarment, Suspension and Other Responsibilities Matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination.

Vote to Close for HB60 Training: A vote was taken with unanimous approval to close libraries for up to 90 minutes in order to offer staff training on the new gun law. It will be August 4<sup>th</sup> at the Madison County branch for the northern branch staff, and a date will be set for the rest of staff to train in Athens (Moved by Ms. Mills and Seconded by Ms. Slater).

Amendment to eDevice Policy: A vote was taken with unanimous approval to amend the e-Device Policy to read "Overdue fines will be charged for e-devices that are returned late; a fee of \$5 per day up to the total cost of replacement of device, whichever is less." (Moved by Mr. Hopper and Seconded by Mr. Timmons).

New Slate of Officers: Chairman Moak directed the Personnel Committee led by Mr. Prokasy to appoint a new slate of Officers for the October meeting.

#### Unfinished Business:

Director Search Update: Mr. Prokasy reported that the Board will enter into another search process after the first of the year.

#### Announcements:

All Libraries closed all day on Tuesday, Nov. 11 for Staff Development Day

The Meeting was adjourned at 5:25 pm (motioned by Mr. Shapiro, seconded by Mr. Gresham)

**Next Meeting is October 16, 2014 at 3:30 p.m., Athens-Clarke County Board Room**

**Draft Agenda**

**Athens Regional Library System Board of Trustees**

**CALLED BOARD MEETING TO DISCUSS PERSONNEL MATTER**

**August 21, 2014 at 3:00 PM**

**Athens-Clarke County Library Board Room**

Call to Order

Adopt Agenda

Director Search

Succession of Officers

Adjournment

Next Quarterly Meeting is October 16, 2014 at 3:30 p.m., ACCL Board Room

## Director Review

The Personnel Committee met with Valerie Bell on Monday, September 28 for the six month review required  
a new Library Director. She provided a summary of her activities (see attached) and we then reviewed with  
her a number of issues, among them being:

1. Funding for books. This is one of the serious issues facing the Library, particularly since the loss of state support funding (which was once 65 cents each year per resident). One short term step would be to see if SPLOST could provide some support.
2. There are some policies that need updating. Ms. Bell will present a proposal to the Board in the coming months.
3. She plans to increase the number of community partnerships that the Library has. The objective is to increase both the perception and the role of the Library in the five-county community.
4. She will make a proposal to purchase a 3-D printer which will provide additional services to Library members.
5. Given the high monthly cost of energy, steps will be taken to see how the Library can install and benefit from solar energy.

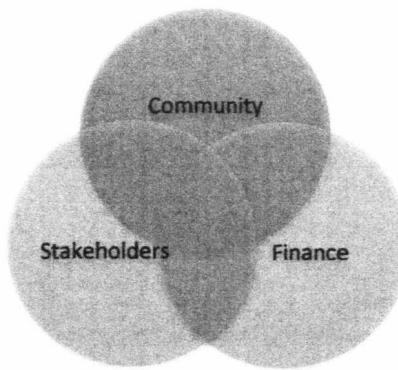
The Personnel Committee believes that her performance has been very good. It is apparent that she has been very active: learning about the system, becoming involved in community organizations, and planning for policy and procedural improvements. The Personnel Committee therefore recommends continued employment.

# STATE OF THE LIBRARY

## Next Six Months in Planning

### Future Plans

I've learned a few things over the last six months; the most important being that this is a vital and well run library system. We have excellent staff, loyal Friends groups and dedicated Boards of Trustees. During the next six months, I'd like to try to meld the three overarching areas and spend my time focusing on the points of overlap.



In the realm of **Community & Stakeholders** I plan to:

- Increase the number of community partnerships the library currently has
- Work with the Friends of the Library groups across the counties
- Continue Meet and Greet with a focus on the Boards and individuals of whom I have not yet met
- Continue efficiency upgrades to inter-organization communications and transparency

In the realm of **Stakeholders & Finance** I plan to:

- Work with the Business Manager on making changes in the Budget process and reporting to improve accuracy and transparency
- Work with the Endowment Board to plan an event which will increase the exposure of the Library and the Foundation

In the realm of **Finance & Community** I plan to:

- Create and publish an Annual Report FY2015
- Continue work with the Grants Committee

In the realm of **Community, Finance & Stakeholders** I plan to:

- Update the Director's Report so that it can be used as a knowledge management tool in addition to an informational document.
- Gear up for the Bogart expansion and Lavonia renovations
- Work on increasing and the development of funding revenue sources for ARLS counties and for the Region
  - Investigate the feasibility of a solar or energy audit
  - Investigate the sale of Fax Cards at every Branch
  - Continue work with the Reimagine Campaign
- Create a one-line Vision statement.

# STATE OF THE LIBRARY

## First Six Months in Review

### Overview

I came into this position knowing that I had a lot to learn. I wanted to give myself a full year to try to absorb as much as I could, before making any dramatic changes to the operations of the organization. There were three overarching areas that I felt would need my immediate concentration.



Within that overarching framework, I focused my attention on the following four major areas.

#### Meet and Greet

- Board of Trustees
- Friends
- Board of Commissioners
- Staff
- Stakeholders

I have met all of the Boards of Trustees. I've met with three of the Board of Commissioners, and one Board of Education, I've met formally with two of the Friends groups and various members individually. I've met with eight branch managers and all of the ACCL Department Heads. I've met with a fair number of community groups, community leaders and recently joined the Chamber of Commerce, FLiP & Athens Tech community Library Board.

#### Learn

- Budget/Finance
- GPLS
- Branches
- ARLS

I went through the first budget cycle and learned quite a bit about the financial structure of ARLS and the counties. I also learned about the funding sources for each of the counties. I have worked with GPLS on MRR funding and Capital Outlay funds and I'm starting to learn that procedure.

#### Organization Structure

- Resource Team
- Branches
- Communication

In an effort to increase efficiency and effectiveness, I have made minor changes in the organization structure. We have a new org chart; I added members to the Resource Team; and I developed communication processes which will keep staff informed & the work of the Resource Team as transparent as possible. I have also created a grants committee to seek out and administer grant funding.

#### GPLS

- Structure
- Finance
- Annual Report

I have spent the first half of this year trying to learn the structure of the GPLS organization. I have met the State and Associate Librarians, the Directors of Construction, Finance, and Statistics. I am comfortable to call or email them with any questions. In this brief time, I have attended two Directors Meetings and a New Director's Workshop all sponsored by GPLS. . I am also now serving on a GPLS e-book committee.

**Draft Agenda**  
**Athens Regional Library Board Meeting**  
**October 16, 2014**

Call to Order

Minutes of the October 17, 2014 meeting and the August 21, 2014 Called meeting

Public Comment [5 minute limit]

Adopt Agenda

Staff Report—Clare Auwarter, FOL Liaison, “National Friends of the Library Week”

Financial Report and Preliminary Audit Report—Mamie Simonds, Business Manager

Regional Reports

Director’s Report

Unfinished Business

    Update on Director Search  
    Annual Report for 2014

New Business

    Resource Collections Management Policy  
    Request for Reconsideration of Library Resource or Service Form  
    Legislative Issues: Bogart Construction, MRR, Materials  
    Election of Officers  
    Calendar of Scheduled Closings for 2015

Announcements:

    All Libraries closed all day on Nov. 11 for Staff Development Day  
    Board Meeting Dates for 2015

Adjournment

**Next Meeting is January 15, 2015 at 3:30 p.m., Athens-Clarke County Board Room**

# **ATHENS REGIONAL LIBRARY BOARD**

## **Draft Minutes of July 17, 2014 Meeting**

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:30 pm by Chairman Micheal Moak (Madison County). Present were Ms. Mills and Ms. Holt (Oconee County), Ms. Slater and Ms. Shoemaker (Franklin County), Mr. Gresham, Mr. Shapiro, and Ms. Westmacott (Oglethorpe County), Mr. Nale and Ms. Harrison (Madison County), Mr. Hopper, Mr. Prokasy, and Mr. Timmons (Athens-Clarke County). Absent were Mr. Wyatt (Oconee County), Ms. Bogue (Athens-Clarke County), and Mr. Miller (Franklin County). Staff present were Mrs. Ames, Ms. Simonds, Ms. Brumby, and Ms. Ovington, who recorded the Minutes.

Introduction of Guest: District 117 Representative Regina Quick

Discussion Topic: New Gun Law, House Bill 60  
Rep. Quick departed after the discussion at 4:25 pm.

The Minutes of October 17, 2013 board meeting and the two Called meetings were unanimously approved (Moved by Mr. Prokasy, Seconded by Mr. Hopper). The Agenda was unanimously approved (Moved by Mr. Timmons, Seconded by Ms. Harrison). There was no public comment.

### **Financial Report:**

Ms. Simonds stated that we have completed the 4<sup>th</sup> Quarter of FY14 and should be at 100% annual budget. Revenues were at 98.83% and expenditures at 98.09%, so revenues were over expenditures which will go into reserve. The budget is within acceptable variation limits and no Board action was required.

Ms. Simonds stated that the annual audit engagement was performed by Randall Sanders, CPA in April. Ms. Simonds noted that this year was one of the better audits that ARLS has received. She noted that Mr. Sanders expressed the need for improvement on the branch collections of deposits and the stock valuation at the end of each fiscal year.

Ms. Simonds also noted that she was invited to the GPLS Directors Meeting to receive her Library Financial Management Certification Certificate, and she thanked the board for allowing her to attend these classes that have spanned over the last three years.

### **Regional Reports**

#### **Athens-Clarke County:**

Mr. Hopper deferred to Mrs. Ames' Director's Report for the ACCL report.

#### **Oglethorpe County:**

Ms. Jean Westmacott reported that Branch Manager Tiffany Speed returned from maternity leave on May 5th. Their Strategic Plan for 2014-19 has been completed with

Page Two  
Athens Regional Library  
July 17, 2014

staff input. The next step is to create a timeline for implementing goals and objectives. Their budget was submitted to their Commissioners on June 2. One goal was to increase the hourly rate of compensation and weekly hours for part time staff in order to improve service, provide greater security and reduce staff turnover/retraining. The Commissioners could only add approx. \$500 to the FY15 budget for the library--only enough to cover the teacher's retirement increase for the branch manager. Their Friends of the Library group r is working on initiating a Friends Fall Pledge Drive, with a goal to raise \$5,000. The Friends are also maintaining a table at the local farmers' market at Oglethorpe Fresh to sell books and hand out applications for library cards. Their board decided to explore the possibility of reducing library hours and not filling a part time staff position that will become vacant at the end of July. By doing this they hope to re-allocate the pay and hours of that position to the remaining three part time positions in order to increase their pay rate and hours per week.

Oconee County:

Ms. Holt reported that their Board just met with new branch librarian as of June 16<sup>th</sup>, Ms. Rhea Hébert, present for the first time. Attendance is high in programs for all ages. Mrs. Ames is completing a plan drafted to renovate and add 9,000 square feet to the Bogart branch. It's to be submitted by October 1<sup>st</sup> for grant funding. Their FOL group is preparing for their next Book Sale, with their \$1/Bag Day being replaced with a 50% Off Day. They are thinking of different ways to obtain funding and find benefactors. They want to do a Meet & Greet event with the Oconee Board of Commissioners and perhaps other entities, and their Finance Committee is working on that.

Franklin County:

Ms. Shoemaker reported that they are amending the policy they follow when accepting gifts. They received no increases in budget funding so they are thinking more creatively to find funding. Lavonia is helping to fund MRR improvement projects on the branch library, matching grant funding 50/50.

Madison County:

Mr. Nale reported that their Board just met with new branch librarian, Ms. Kim James, present for the first time. Branch staff was complimented and thanked for successful operations of the branch while they had no new manager on site yet. A representative of the local Girl Scouts proposed they redo the new landscaping at the entrance at their cost and were approved; scouts will be working toward their Gold Award via this project. Defective belts in their newly installed HVAC compressor were replaced and problems resolved. Mr. Moak and others had a booth at the Colbert Fourth of July event to build FOL membership and library patronage. They are putting

Page Three

Athens Regional Library  
July 17, 2014

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**Unfinished Business:**

**Director Search Update:** Mr. Prokasy reported that the Board will enter into another search process after the first of the year.

**Announcements:**

All Libraries closed all day on Tuesday, Nov. 11 for Staff Development Day

The Meeting was adjourned at 5:25 pm (motioned by Mr. Shapiro, seconded by Mr. Gresham)

**Next Meeting is October 16, 2014 at 3:30 p.m., Athens-Clarke County Board Room**

**ATHENS REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES  
CALLED BOARD MEETING**

**Draft Minutes, August 21st, 2014, 3:00 pm  
Athens-Clarke County Library Board Room**

Chairman Moak called the meeting to order at 3:05 pm. Those present were: Ms. Holt, Ms. Mills (Oconee County), Ms. Shoemaker, Ms. Slater (Franklin County), Ms. Harrison, Mr. Nale (Madison County), Ms. Westmacott, Mr. Shapiro (Oglethorpe County), Mr. Hopper, Ms. Bogue, (Athens-Clarke County). Absent trustees included Mr. Timmons, Mr. Prokasy (Athens-Clarke County), Mr. Wyatt (Oconee County), Mr. Gresham (Oglethorpe County), and Mr. Miller (Franklin County). The staff members present were Mrs. Ames, Director, and Ms. Ovington who recorded the Minutes.

The called meeting's agenda was adopted unanimously (Moved by Mr. Nale and Seconded by Ms. Bogue). The meeting was called to discuss a personnel matter and the succession of officers.

Chairman Moak reviewed that, due to the current Athens Regional Library Board Director Kathryn S. Ames' retirement, they are still seeking a replacement and have new information since their last meeting. A previous candidate had recently contacted Chairman Moak asking to be reconsidered. Discussion led to a Motion by Mr. Shapiro that negotiations not be re-opened with this candidate, Seconded by Mr. Hopper. The Motion was approved unanimously.

Chairman Moak then relayed to the board that he will be stepping down from the Regional Board due to a personal family matter. He will stay on the local Madison County Library Board. Vice Chairman of the Regional Board Cheryl Slater will take over as Chairman for the remainder of the year. Mr. Moak was thanked for his service as Chairman. A new Regional trustee will be appointed out of Madison County. Ms. Slater agreed to contact Mr. Prokasy to advise him of the change.

The meeting was adjourned at 3:30 pm (Moved by Ms. Bogue, Seconded by Ms. Mills).

The next Quarterly Meeting is October 16, 2014 at 3:30 p.m., ACCL Board Room.

# **National Friends of Libraries Week, Oct 19-25, 2014**

## ***Time to Thank Your Friends!***

**Here's what your Friends fund for your library. What would we do without them?!**

**Summer Reading Club programs  
Staff Development Day  
Special Events  
Print & Non-Print Materials  
Hospitality**

How do the Athens-Clarke County Friends raise money for their 4 libraries?

- Kroger Plus Card (<https://www.kroger.com/communityrewards>)
- Amazon Smile ([https://org.amazon.com/ref=smi\\_ge\\_ul\\_cc\\_cc](https://org.amazon.com/ref=smi_ge_ul_cc_cc))
- Gift Wrapping for Tips at Barnes & Noble
- Town & Gown Dress Rehearsal Night
- Author program book sales
- Book Sales (now doing 2 a year)
- Memberships (including online via PayPal) (\$25, \$50, \$100, \$500)
- Patio Pavers (\$100)

What are other Friends groups doing to raise money for their libraries?

- Roswell, GA: Friends have a booth at the Canton Street Antique Market- “The Hole in the Wall Books,” for older books, decorating books, records, children’s books and more.
- Riverside, CA: “Summer Soiree” from 3-5:30 in the library’s garden. \$55/person for live music, catered food, and silent auction.
- Belleville, KS: “Costume Jewelry Extravaganza” – Friends ask for jewelry donations in good condition for a one-time fun sale.
- Sylva, NC: During their community “Taste of Sylva” culinary event, Friends set up a tea party outside their used book store and used a silver teapot to collect ticket donations for the Friends quilt fundraiser. They brought in \$3,833.
- Cheboygan, MI: Antique Appraisal – up to three items allowed, \$10/item. Also, Fall Fashion Show, models of all sizes. Free but accepted donations at the door.
- Los Angeles, CA: 26<sup>th</sup> Annual “Stay Home and Read a Book Ball”, a “non-event.” Participants were invited to read “in a tent with a flashlight in hand, in the middle seat on an airplane, curled up on a papasan,” and suggested attire was “maybe paisley or stripes of polka dots or plaid”. Donors could give on levels of \$25 to \$1,000 and were invited to post what they were reading or a photo of them reading on Facebook.
- Rochester, MI: Their Friends’ Holiday Home Tour raised \$16,000!

- Eureka, CA: Friends conducted a Hi-\$5 Campaign that raised \$45,000 to restore hours and budget cuts. (Like the idea of \$5 donations! Although, some folks clearly gave much more.)
- Cadillac, MI: Scrabble Tournament. \$5 entry fee that included lunch and 2 sessions of Scrabble games. Three winners took home cash prizes of \$30, \$20, and \$10.
- Palos Verdes Peninsula, CA: Friends hosted a members-only reception at a private home with their ‘one book’ reads author. Tickets - \$35.
- Burlington, CT: Annual Homemade Pie Sale. 70 pies baked by volunteers. Also do a Black Forest Bake Sale celebrating Valentine’s Day and Washington’s Birthday.
- Westlake, Ohio: Christmas-time “Trees & Wreaths” fundraiser. Patrons check out an artificial tree or wreath to return decorated. Friends then hold a silent auction for them.

What do the Athens-Clarke County Friends do to raise awareness and bring people to the library?

- Author programs
- Annual Library Birthday Party
- Annual Family Fun Day
- New – Funding the 1,000 Books before Kindergarten project  
(<http://1000booksbeforekindergarten.org/>)
- New – Trivia Nights with Eddie Whitlock
- Special programs – e.g. MLK Celebration, Mark Twain performer, Allan Armitage Garden series with the Botanical Garden
- World Book Night – alas, that is no longer...

### **Here's a good idea!**

Apply for a \$500 program grant from Friends of Georgia Libraries (<http://www.georgia-friends.org/>)

Check out OLLI courses for program ideas. (<http://ollи.uga.edu/>)

Mail a letter to local businesses asking for a donation or asking them to join the Friends at a level of their choice.

Promote giving a book in honor of or in memory of...\$25 will get you not only a book for the library but letter to the honoree...and it's tax deductible. Your gift will help Open Doors, Open Books and Open Minds at your library....

### **Fundraising Tips from Grassroots Fundraising...**

1. What are we proud of, what is our impact in the community? [list 3 things]
2. Differentiation: what distinguishes us from other organizations--what do we do that no one else has or does.
3. Market segmentation--who are we trying to reach? Who are the audiences we want to reach for any purpose.

4. What is your favorite story? Describe the impact of our work...*Statistics raise eyebrows, emotions raise money!*

**FY2015**  
**Athens Regional Library**  
**July 1, 2014 through September 30, 2014**

<b>Revenue:</b>	<b>Budget</b>	<b>Amount</b>	<b>% of Budget</b>	
	<b>Amount</b>	<b>Received</b>	<b>Balance</b>	<b>Received</b>
<i>Regional:</i>				
Interest	4,000.00	762.21	3,237.79	19.06%
Regional Fees	-	3,897.45	(3,897.45)	
Personnel	538,409.01	134,602.25	403,806.76	25.00%
Materials	23,012.10	5,753.03	17,259.08	25.00%
System Services Grant/Outreach	211,874.00	52,968.50	158,905.50	25.00%
Talking Book Center	124,620.00	31,155.00	93,465.00	25.00%
	<b><u>901,915.11</u></b>	<b><u>229,138.44</u></b>	<b><u>672,776.67</u></b>	<b><u>25.41%</u></b>

*Athens-Clarke County:*

Board of Commissioners	1,759,419.00	439,854.00	1,319,565.00	25.00%
City of Winterville	18,000.00	-	18,000.00	0.00%
Fines and Fees	98,075.00	24,980.69	73,094.31	25.47%
Transfer	51,662.00	-	51,662.00	0.00%
Interest	6,000.00	923.21	5,076.79	<u>15.39%</u>
<b>Totals</b>	<b><u>1,933,156.00</u></b>	<b><u>465,757.90</u></b>	<b><u>1,467,398.10</u></b>	<b><u>24.09%</u></b>

*Franklin County:*

Board of Commissioners	32,500.00	7,500.00	25,000.00	23.08%
Board of Education	18,225.00	-	18,225.00	0.00%
Cities of Lavonia, Royston, Canon	-		-	
Carnesville & Franklin Springs	31,100.00	4,500.00	26,600.00	14.47%
Transfer from Reserve	8,225.00	-	8,225.00	
Fines and Fees	11,400.00	4,630.65	6,769.35	40.62%
<b>Totals</b>	<b><u>101,450.00</u></b>	<b><u>16,630.65</u></b>	<b><u>84,819.35</u></b>	<b><u>16.39%</u></b>

*Madison County:*

Board of Commissioners	197,440.00	49,360.00	148,080.00	25.00%
Fines, Fees and Copy Machines	19,408.00	4,621.21	14,786.79	23.81%
<b>Totals</b>	<b><u>216,848.00</u></b>	<b><u>53,981.21</u></b>	<b><u>162,866.79</u></b>	<b><u>24.89%</u></b>

**Athens Regional Library**  
**July 1, 2014 through September 30, 2014**

<b>Revenue:</b>	<b>Budget</b>	<b>Amount</b>	<b>% of Budget</b>	
	<u><b>Amount</b></u>	<u><b>Received</b></u>	<u><b>Balance</b></u>	<u><b>Received</b></u>
<b><u>Oconee County:</u></b>				
Board of Commissioners	369,200.00	92,300.00	276,900.00	25.00%
Board of Education	20,000.00	-	20,000.00	0.00%
City of Watkinsville	15,000.00	-	15,000.00	0.00%
City of Bogart	6,500.00	-	6,500.00	0.00%
Transfer from Reserve	25,413.00	11,655.10	13,757.90	45.86%
Fines and Fees	33,500.00	10,372.76	23,127.24	30.96%
<b>Totals</b>	<b><u>469,613.00</u></b>	<b><u>114,327.86</u></b>	<b><u>355,285.14</u></b>	<b><u>24.35%</u></b>
<b><u>Oglethorpe County:</u></b>				
Board of Commissioners	56,059.86	13,945.26	42,114.60	24.88%
Board of Education	15,000.00	-	15,000.00	0.00%
City of Maxeys	250.00	-	250.00	0.00%
City of Crawford	500.00	-	500.00	0.00%
City of Arnoldsburg	1,500.00	500.00	1,000.00	33.33%
Ctiy of Lexington	500.00	-	500.00	0.00%
Transfer from Reserve	4,551.14	-	4,551.14	0.00%
Fines, Fees and Copy Money	11,000.00	3,718.58	7,281.42	33.81%
Meeting Room	300.00	130.00	170.00	43.33%
<b>Totals</b>	<b><u>89,661.00</u></b>	<b><u>18,293.84</u></b>	<b><u>71,367.16</u></b>	<b><u>20.40%</u></b>
<b>GRAND TOTALS</b>	<b><u>3,712,643.11</u></b>	<b><u>898,129.90</u></b>	<b><u>2,814,513.21</u></b>	<b><u>24.19%</u></b>

**Athens Regional Library**  
**FY2014**  
**July 1, 2014 through September 30, 2014**

<b>Expenditures:</b>	<b>Budget</b>	<b>Amount</b>		<b>% of Budget</b>
	<b>Amount</b>	<b>Expended</b>	<b>Balance</b>	<b>Expended</b>
<b><u>Regional:</u></b>				
Wages/Benefits Courier	29,661.00	5,338.98	24,322.02	18.00%
Vehicle Operating & Repairs	6,810.00	2,879.60	3,930.40	42.28%
Summer Reading Club	4,000.00	2,234.21	1,765.79	55.86%
Debt Collection Service	6,000.00	-	6,000.00	0.00%
Workers Compensation	12,000.00	2,635.00	9,365.00	21.96%
Professional Fees	4,575.00	520.00	4,055.00	11.37%
Postage	4,000.00	575.00	3,425.00	14.38%
Travel	6,702.00	954.48	5,747.52	14.24%
Advertising	-	539.80	(539.80)	
Printing and Publicity	1,000.00	-	1,000.00	0.00%
Dues/Registration	2,000.00	1,240.00	760.00	62.00%
Computer Maintenance	2,420.00	-	2,420.00	0.00%
Insurance	17,142.00	-	17,142.00	0.00%
Supplies	20,000.00	2,237.23	17,762.77	11.19%
Personnel	538,409.01	134,602.25	403,806.76	25.00%
Materials	23,012.10	17,161.99	5,850.11	74.58%
System Services Grant	99,564.00	24,891.00	74,673.00	25.00%
Talking Book Center	124,620.00	32,467.11	92,152.89	26.05%
<b>Totals</b>	<b>901,915.11</b>	<b>228,276.65</b>	<b>673,638.46</b>	<b>25.31%</b>

**Athens-Clarke County:**

Outreach	44,000.00	11,000.00	33,000.00	25.00%
Personnel	1,522,102.50	355,043.07	1,167,059.43	23.33%
Operating Expenses	367,053.50	84,004.41	283,049.09	22.89%
<b>Totals</b>	<b>1,933,156.00</b>	<b>450,047.48</b>	<b>1,483,108.52</b>	<b>23.28%</b>

## Athens Regional Library Outside Grants FY14/15

<b>Grantor</b>	<b>Grant Description</b>	<b>Amount</b>
ACCL Endowment	ACCL Materials Grant	15,000.00
American Dream	Pinewoods ESL learning centers	14,000.00
Athens Rotary Club	ACCL Materials	680.00
Athfest Music grant	ACCL Ukuleles and instruction	1,200.00
Better World Books	ACCL Gift Materials	5,700.88
Bogart City Materials Grant	Bogart Materials	10,000.00
E-Rate	ARLS Educational Discount on all telephones grant	11,518.00
Friends of the Athens-Clarke County Library	ACCL Wish List	23,000.00
Friends of the Lavonia Library	Lavonia Materials	3,832.12
Friends of the Madison County Library	Madison County Wishlist	1,215.00
Friends of the Royston Library	Royston Materials	2,079.00
Institute of Museum and Library Science	ACCL Baby Boomers Technology Grant Year 4	160,035.00
LSTA PRIME TIME year 2	Pinewoods educational grant	11,250.00
Oconee County Friends of the Library	Watkinsville Materials	26,433.47
Oglethorpe County Friends of the Library	Oglethorpe County Materials	3,681.21
State Major and Renovation Grant	Royston, Oglethorpe and ACCL	63,828.00
Plumb Creek Foundation	ACCL Summer Reading Club	750.00
State of Georgia Financing Commission	Lavonia Grant	13,750.00
Summer Reading Club Local Donations	Summer Reading Club	4,800.00
<b>TOTAL</b>		<b>372,752.68</b>

## **Independent Accountant's Audit Report On Applying Agreed-Upon Procedures**

1. Verify cash on deposit at financial institutions as well as petty cash are reconciled and agree to the System's general ledger and amounts reported to GPLS for the year ended June 30, 2014. Also, randomly select one other month for verification that reconciliation was performed to reconcile cash per the financial institution to the general ledger.
2. Verify investments and cash on deposit at year end were in accordance with provisions of State law and verify deposits were properly collateralized at June 30, 2014.
3. Perform a test of receipts to verify adequate supporting documentation exists and amounts were properly recorded in the general ledger for a sample of five to fifteen (5-15) deposits for the fiscal year ended June 30, 2014, depending on the volume of activity. Receipting procedures will be reviewed to ascertain whether they were followed for the items tested.
4. Perform a test of disbursements to verify that supporting documentation exists for a sample of from fifteen to thirty (15-30) expenditures for the fiscal year ended June 30, 2014. Attributes tested will include verification of: eligibility, supporting documentation (invoice, contract, etc.), proper approval, and recording in the general ledger. Expenditure procedures will be reviewed to see if they were followed for the items tested.
5. Perform a test of employee compensation on a sample basis to ascertain amounts were allowable per funding source and to ascertain that properly approved documentation is available to support amounts paid during the fiscal year ended June 30, 2014.
6. Verify a sample of payroll tax withholdings and employee benefits to ascertain liabilities were properly remitted in a timely manner during the fiscal year ended June 30, 2014.
7. Verify all payments made to the Director of the System for the fiscal year ended June 30, 2014, were allowable per the funding source and properly supported to include: determination of eligibility, approval, expenditure/disbursement documentation, and recording in the general ledger.
8. Verify all State Grant funds received by the System including those for salaries and benefits, materials, system services, repairs and maintenance, talking book centers and contracts were completely expended during the grant period. Obtain detailed listing of amounts recorded in the general ledger and verify that items selected for testing in steps 4 and 6 above included eligibility testing for expenditures made from each type of State Grant fund received. If necessary, additional items will be selected to ensure expenditures are tested for eligibility in each category of State Grant funds received.

9. Perform a test of journal entries to verify proper approval and documentation exists for a sample of ten (10) journal entries recorded in the general ledger for the fiscal year ended June 30, 2014.

10. Verify that a current bond has been obtained for an adequate amount, as determined by the board of trustees and recorded in the minutes, on the library director, the treasurer of the board of trustees, or other officials and employees authorized to handle funds.

11. Verify that total local governmental annual operating support for each library system is equal to or greater than that of the preceding fiscal year. Consideration should be given for reductions in local funding comparable to reductions made in other programs funded by the local entity due to current economic conditions.

12. Report of other matters coming to my attention related to the Library System's System of Internal Control.

Mr. Sanders recommended the following items:

**Investments:** Original stock certificates provided for documentation of investments reflect the number of shares originally received from the donor. No activity has been recorded for changes due to stock dividends, reinvestments, restructuring or consolidations during the last fifteen years. Management should contact each corporation for which stock is held to determine the actual number of shares held to accurately assess the market value of these investments for financial reporting purposes.

**Internal Controls:** While compensating controls have been implemented in many instances, my review revealed weakness in the system of internal control due to inadequate separation of duties being performed by the same individuals. Recommendations: Those charged with governance should review incompatible duties performed by the same individual and reassign duties where possible.

Compensating controls should be further enhanced to achieve a greater level of assurance in internal control.

**Findings:** We did not note any exceptions as a result of our procedures.

These above conclusions and suggestions were provided to the Athens Regional Library System by Terrence Masters, CPA and Randal Sanders, CPA on October 15, 2014.

## DIRECTOR'S REPORT

October 16, 2014

I'd like to recommend reading a very good report called "Rising to the Challenge: Re-envisioning Public Libraries" developed by the Aspen Institute and involving several leaders in the public library field. I attended one of their sessions several years ago and found the ideas and discussion to be very challenging. This report is no different.

<http://csreports.aspeninstitute.org/documents//AspenLibrariesReport.pdf>

The report looks at what it will take to help public libraries remain relevant in what they are calling "the knowledge economy." At the end of the report, there are three different sets of challenges for librarians, boards and the community. We are taking some of these steps in the region, there is more we can do. If you've wondered why we pursue partnerships like with the Lyndon House or why we're doing 1000 Books before Kindergarten or why we work with the Mobile Computer Lab, read this report!

**Next week is National Friends of the Library Week!** I cannot say enough about our many Friends of the Library organizations across our region that have been so supportive and enthusiastic about our events and in creating opportunities for our communities to meet authors, buy books, or participate in volunteerism. We have had some exciting programs with authors this year thanks to the Friends and we're about to start developing Georgia author interviews this week with author Terry Kay being the inaugural participant. All interviews will be archived on the Reflecting Learning Sharing webpage.

I had the opportunity to meet with a small group from the Chapel Hill Chamber of Commerce Tour of Athens recently to discuss library service, community engagement, and funding. We have much in common with them! The Orange County Library from Hillsborough and the Chapel Hill Public Library have many of the same demographics in a larger geographic area. They are striving to keep up with technology and have used consultants from some of the universities in the area to help build their capacity.

It was interesting that they saw the challenges of the annual operational and personnel budgets are an essential part of their Strategic Plan, much as we do! Some of their metrics are far below ours [circulation, visits, programming] and they are trying to build these figures. Orange County may have more community partners than ARLS, but it may depend on the definition of a partner.

We discussed the Pinewoods project—something they were trying to establish for the coming year. There was not time to visit that location, but they were impressed with the statistics and activity. They are also working on customer service, staff development, and making sure they have inviting and functional facilities. I asked a lot about their outreach activities—services that extend beyond library walls. Their solutions will be to partner with other agencies already in rural areas particularly Aging, Health, Emergency Management and Planning to collaborate.

Update on Athens lighting issue. As you may know, as county electricians were replacing burned out light bulbs in the computer area, they noticed that some of the boxes housing the lights were burned. Further investigation indicated that these hard plastic boxes were not what was specified and were melting under the heat. The county's electrician Keith obtained sample LED lights to install to evaluate the brightness and effectiveness of the sample bulbs which burn much cooler than the previous ones. As a result, we plan to convert all of the lights in the vaulted ceilings and the stairways to

LED. The SPLOST office is negotiating the details of who is responsible for the installation of the plastic box and who will pay for the upgrade.

Update on electric car charging units. Andrew Sanders, County Facilities Management, tells me that the units will be installed in February 2015. He is also seeking additional grant funding to publicize availability.

Many changes have been taking place. The Digital Media Lab will open on Nov. 1. Natalie Wright who does our webpages will also assume responsibility for providing training, assistance and programming for this area. We hope to also have staff assistance every weekend. One of our first efforts will be a film festival of locally made films—we have done this in the past, but now have editing equipment available.

Priscilla Lewis, who was Circulation Librarian, has moved to Young Adult Librarian and will be coordinating the Region's Teen program. Her first order of business is to coordinate a Zombie Night Out. The Teen Advisory Board is creating new programs and ideas. We have a couple more changes coming. With Priscilla leaving circulation, we are now interviewing for a new circulation department manager and we will be hiring a new Regional Outreach librarian as well. Alfreda Fleming retired after 28 years after doing a multitude of different jobs ranging from bookmobile to Heritage Room to Purchasing—my fondest memory of her was pre-computer and typing catalog cards on the IBM Memory Typewriter. Laura Carter plans to retire at the end of the year and will return as a volunteer for special programs in the Heritage Room; Diane Williams who has handled fiction collection development for the region since 1976 retires in December; and Clare Auwarter will retire as the liaison to the Friends as well. I have asked Donna Brumby to move to regional collection development to facilitate our new SPLOST funds, digital resources, and Overdrive.

We finished our federal Boomers! grant in September with the completion of a Best Practices Manual about the program. The 100 page resource outlines the grant, the technology approaches we used, and details each program. What was unusual about this grant project was that all programs were developed by our Advisory Board. We used a variety of technology programs, and tried to involve live audiences, but by far, the most popular programs were the archived major annual events. Over 10,000 people viewed the George Bugg interview with his antique cars.

GPLS has made some decisions in regard to the future of the Talking Book Center. They plan to have this library system serve all of Northeast Georgia including Gwinnett County to Augusta and north to the state line. This will become entirely outreach involving a lot of travel to outlying counties to "sell" the service and train potential service providers about the program. This decision was in response to our "four corners" plan and it's very close to the original proposal. It would allow Athens, Rome, Bainbridge and Macon to maintain service centers for the blind and physically disabled. My goal in forging this partnership was to maintain service to our users rather than close in June 2015—Yea!

We have been fortunate to receive several grants. STEM—Science, Technology, Engineering and Mathematics grants were provided on a per capita basis to purchase books for all ages this Fall. Every library in the region received the benefits of this grant and has new books on their shelves. We also received funding for computer replacements for each location. These were ordered this week and should be arriving soon. Finally, the broadband conversion to Windstream is nearly complete. All libraries have upgraded capacity except Pinewoods where it is not possible to add a fiber connection.

We have great demand there for more capacity, but cannot add it given the restrictions of the lot location, underground lines, and other connectivity issues.

Annual report: You have attached a breakdown of some of the more important figures. There are some quite impressive numbers with a total circulation of 1.844 million items checked out or 8.1 items per capita—that is quite high! If you used only registered card holders, every user checked out 22 items this past year. Visitors to the libraries totaled over 1.095 million people—an average of over 3059 people visited libraries in the region DAILY in the past year. It was an exceptional year! Most of our computers have been used to their capacity and we're seeing wifi use increase as well. How much does it cost to operate the library system? \$11.27 per capita for library service. How much does it cost to check out a book? \$1.39 per circulation but look at all the other services one receives: computer classes, story hours, summer reading programs, reference assistance and many other services. As we talk about "telling our story," we have several human interest stories of people learning English, people who have applied for and received jobs online, children learning to recognize words, and adults who have never used computers before to research genealogy. Our libraries are attractive buildings, but they come alive with programs, classes, and activities!

In the coming months, we will be kicking off our 1000 Books Before Kindergarten, targeting preschoolers and their parents. The Friends of the Athens Library have earmarked \$10,000 for programs and new materials to highlight this campaign, and the State of Georgia will provide booklogs for parents to record the books they read. It sounds like a lot, but if one reads 3 picture books per night, they would achieve 1000 books in less than a year! Also, our long-awaited manipulative wall will be installed in December. Since the beginning of the construction project, a wall of special preschool activities were planned for the wall along the outside of the storyhour area. After waiting for other projects to finish and hiring a new children's librarian, we will now have a wave wall with special activities installed.

We are continuing with Prime Time, a family literacy program for Hispanic families in the area. Dr. Denise Davilla and Max Vasquez continue to coordinate this program that models reading activities for children and parents. Conducted in English and Spanish, the program takes place in the evening and includes younger siblings as well. The children's team has been invaluable in coordinating transportation, the consultants, and food. We encourage book selection and discussion as a part of the process and all families have library cards.

On a regional level, we have been working to get the Bogart Library Building Program completed for a Nov. 1 submittal. That was approved Monday at the Oconee Board meeting. The Lavonia Library renovation is moving along—the fascia was replaced, the outside has been stained and new concrete has been installed to update the look of the 1911 facility. The next step is to work on the interior. Funds for this upgrade were provided by the City of Lavonia and state MRR funds. Other MRR projects included new HVAC in Winterville, a new ramp at Pinewoods, and the roofing in Athens. We are also completing Royston and Danielsville construction projects. Athens just had the one-year warranty walk-through with the architect, contractor and SPLOST manager.

The Fall Library Directors' Meeting was held here in Athens along with the PINES meetings. Emphasis was on the new audit requirement that libraries verify eligibility of all contractors who earn more than \$2500. We have been using e-verify for all staff, but now will need to document all contractors as well. Legislatively, we hope to push for \$1 per capita book funds and to continue MRR for repairs as well as for Computers. Bogart is #7 on the construction list and we hope to have that project underway this coming year.

# ENSURING LONG-TERM SUSTAINABILITY FOR PUBLIC LIBRARIES

Perhaps the greatest challenge facing public libraries today is to transform their service model to meet the demands of the knowledge society while securing a sustainable funding base for the future.<sup>43</sup> With limited and sometimes volatile funding, however, such transformations will be uneven and incomplete. In addition, the highly local nature of public library funding and governance structures may interfere with both rapid and broad scale progress—the kind of scale needed to compete and thrive in a world of global networks. Challenges that shape the discussion about long-term public library sustainability, given their vital role in the digital era, include:

- Identifying reliable sources of revenue for daily operations as well as long-term planning and investment
- Exploring alternative governance structures and business models that maximize efficient and sustainable library operations and customer service
- Becoming more skilled at measuring outcomes rather than counting activities
- Balancing the local and national library value proposition to consider economies of scale in a networked world without compromising local control

**FUNDING.** Public libraries have long relied on local funding sources. According to a recent IMLS public library survey, nearly 85 percent of all public library operating revenue comes from local sources, including general revenue funds, dedicated property taxes, voter-approved taxes and a portion of sales taxes. Nationally, libraries receive about 7.5 percent of their annual revenue from states and only one-half of one percent from the federal government. Other sources accounted for just over 7 percent.<sup>44</sup> In some cases, notably in small cities and rural areas, libraries struggle to keep up because of extremely limited and unpredictable funding.

"A lot of elected officials who make decisions on funding haven't been in a library in years. There is a need to get these officials in the [library] building to understand how libraries function now. Getting people invested will educate them and open their eyes to the importance of libraries," says Amy Paul, corporate vice president of Management Partners, a consulting firm that works with local governments to improve their operations.

## 15 Action Steps for POLICY MAKERS

1. Use the authority of office to bring together community stakeholders to create a comprehensive strategic plan for the library and other knowledge institutions in the community.
2. Define libraries as part of the community's priority infrastructure along with other established infrastructure priorities such as schools, transportation and parks, and make sustainable, long-term funding that reflects the library's value to the community a budget priority.
3. Develop strategic alliances and partnerships with local library leaders to advance educational, economic and social goals.<sup>49</sup>
4. Leverage the economic development potential of the public library as a community platform.
5. Make access to government information a model for curating open data.
6. Integrate librarians and state library agencies into development planning and policy making in all departments and at all levels of government.
7. Reduce barriers to libraries' ability to access some funding sources in authorizing and appropriations legislation.
8. Review state-level policies that affect the public library's ability to transform itself for the future.
9. Support a study on funding and governance structures for public libraries to identify strengths, weaknesses and opportunities that will lead to the development of stronger, more efficient public libraries.
10. Support and accelerate deployment of broadband, including high-speed, scalable broadband, to all libraries
11. Develop local, state and national plans to address digital readiness.
12. Promote the deployment of wireless hotspots in libraries and other public places, especially in economically disadvantaged and minority communities where there are fewer Wi-Fi hotspots, to access the library's platform anytime, anywhere.
13. Support rural and small libraries to ensure that all residents have access to world-class resources regardless of where they live.
14. Promote and invest in the infrastructure for a national digital platform that is scalable, flexible and serves diverse needs and new uses.
15. Be an informed champion for the library and what it offers in the community.

## 15 Action Steps for COMMUNITY

Private Sector, Community Partners, the Public

1. Collaborate on the development of a comprehensive strategic plan for the community's information and knowledge ecosystem, including the library and other knowledge institutions in the community.
2. Develop strategic partnerships and alliances with public libraries around content or specific organizational or community needs.
3. Bring diverse expertise to bear on helping libraries create and share technology tools.
4. Connect knowledge resources in the community to the library's knowledge networks.
5. Participate in the library's platform for curating local history and culture.
6. Leverage the economic development potential of the public library as a community platform.
7. Bring resources, including financial resources and technical expertise, to partner with libraries where objectives align well.
8. Volunteer organizational and technical expertise to mentor and support learning that takes place in library spaces and on its platform, including in innovation labs (especially those aimed at youth), maker and hacker spaces and resource-rich coworking spaces.
9. Structure grant opportunities in ways that small and rural libraries can take advantage of them; for example, not always emphasizing cutting-edge technology.
10. Leverage foundation or corporate donations to public libraries through the creation of a public-private trust for libraries.<sup>50</sup>
11. Support the deployment of broadband, Wi-Fi and digital literacy skills throughout the community, especially to economically disadvantaged, underserved and other special needs populations.
12. Advocate on behalf of the long-term sustainability of public libraries.
13. Collaborate with libraries in areas of mutual interest.
14. Explore the library's people, place and platform assets.
15. Support efforts to re-envision and rebrand the library as a vital community institution in the digital era.

## 15 Action Steps for LIBRARY LEADERS

1. Define the scope of the library's programs, services and offerings around community priorities, recognizing that this process may lead to choices and trade-offs.
2. Collaborate with government agencies at the local, state and federal levels around shared objectives. This includes partnerships with schools to drive learning and educational opportunities throughout the community.
3. Partner with local businesses, chambers of commerce and community colleges to provide access to curricula and resources, to technology and certification programs and to job search resources to maintain a highly skilled yet highly flexible workforce.
4. Engage the community in planning and decision making, and seek a seat at tables where important policy issues are discussed and decisions made.
5. Connect resources from other agencies or libraries to the library platform rather than reinventing the wheel or always going solo.
6. Develop partnerships and collaborations with other libraries and knowledge networks that can contribute to efficiencies, using the opportunities provided by digital technologies.
7. Support the concept of a national digital platform to share collections nationally while continuing to maintain a local presence and focus; participate in content-sharing networks and platforms.
8. Deploy existing resources in new ways.
9. Collaborate in negotiations with publishers on reasonably priced and easily accessible access to e-content and develop win-win solutions like "buy-it-now" options.
10. Provide mobile devices for in-library, in-community and at-home use.
11. Measure library outcomes and impacts to better demonstrate the library's value to the community and communicate these outcomes to key partners and policy makers.
12. Communicate the library's story of impact directly to the public, partners, stakeholders and policy makers. Include the new vision built on the library's people, place and platform assets.
13. Develop a richer online library experience and stronger competencies in using digital and social media to demonstrate the library's role in the digital transformation.
14. Change long-held rules and operating procedures that impede the development of the library's spaces and platform.
15. Take proactive and sustained steps to brand the library as a platform for community learning and development.

## 15 Action Steps for POLICY MAKERS

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By 2050, one in five Americans will be an immigrant, and 30 percent of the population is projected to be Hispanic. The United States is aging, too: By 2050, one in five Americans will be over the age of 65.<sup>9</sup> Concurrent with these demographic changes are fundamental shifts in the economy that change how Americans will learn and earn a living.

In its 2009 report, the Knight Commission on the Information Needs of Communities in a Democracy described the digital era as a moment of technological opportunity “unleashing innovation in the creation and distribution of information” and requiring “new thinking and aggressive action.”

The Commission went on to say, “Every advance in communications technology expands the possibilities for American democracy, but every information system also creates potential winners and losers.”<sup>10</sup>

How we seize this moment of opportunity, and the visions and actions that carry us forward into the future, will affect not only the health and prosperity of individuals and families, but the quality of the democratic communities that we nourish and sustain in the 21st century. Will they be thriving, prosperous and sustainable communities that attract new residents? Will they be places where we will want to live?

## WHAT PEOPLE AND COMMUNITIES NEED TO FLOURISH IN THE KNOWLEDGE ECONOMY

LIFELONG ACCESS to an ever-increasing and ever-changing body of knowledge and tools to ensure that their skills remain relevant to the current economy as it continues to evolve

THE CAPACITY AND DISPOSITION TO LEARN IN SMALL, QUICK DOSES rather than wade through mounds of links and piles of data that provide too much information and too little knowledge

THE ABILITY TO USE, UNDERSTAND AND PROCESS INFORMATION IN MANY DIFFERENT FORMS including text, data, audio and video and to evaluate the quality of information from different sources and understand its relevance.

PLACES TO GATHER, collaborate and contribute to knowledge development

ACCESS TO CONVERSATIONS AMONG CREATIVE PEOPLE in their areas of interest so that they can innovate and develop or maintain a competitive advantage in the knowledge economy

People and communities need PUBLIC LIBRARIES.



# Athens Regional Library System

## 2014 At a Glance



The Athens Regional Library System includes 11 branches in five counties (Clarke, Franklin, Madison, Oconee and Oglethorpe) plus the Talking Book Center of Northeast Georgia.

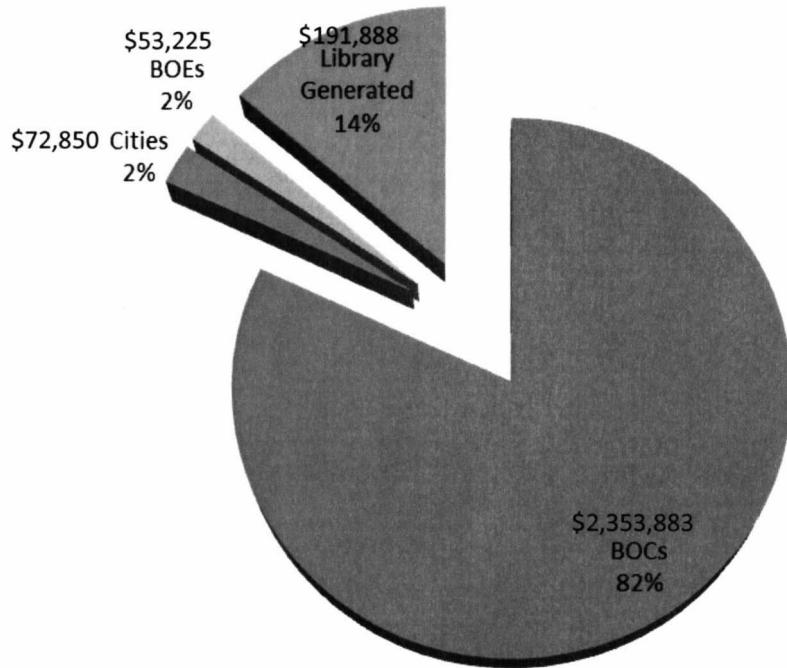
The branches serve a population of more than 214,000 people. The region's collection has more than 360,000 items, including books, movies, periodicals, eBooks,

digital audiobooks, books on CD, digital magazines, databases, music CDs and more.

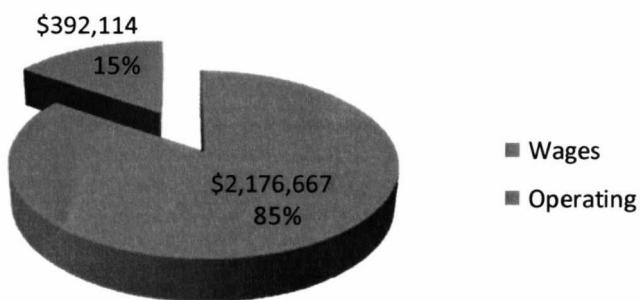
Through innovative programming for all ages including storytimes, teen programs, author visits, computer classes, genealogy classes and more, the library system strives to serve the information and literacy needs of the residents of Northeast Georgia.

	Athens	Franklin	Madison	Oconee	Oglethorpe	Total ARLS
<b>Cardholders</b>	49,921	6,332	7,551	15,997	3,929	83,730
<b>Circulation</b>	1,388,935	58,997	86,949	266,670	42,614	1,844,165
<b>Children's Circ.</b>	242,066	23,462	32,706	125,206	13,917	437,357
<b>Digital eBooks/ audiobooks</b>	14,915	2,076	2,002	4,958	556	24,507
<b>Visitors</b>	648,722	63,066	104,347	229,977	49,127	1,095,239
<b>All Programs</b>	2,250	213	372	737	710	4,282
<b>Program Attendance</b>	61,352	4,999	10,946	24,155	5101	106,553
<b>Children's Programs/ attendance</b>	1475/45,743	123/3,964	287/10,537	495/22,352	201/3,463	2581/86,059
<b>Reference Q's</b>	200,693	17,002	67,553	96,422	35,494	417,164
<b>Collections</b>	216,345	26,674	36,864	60,153	22,875	362,911
<b>Computers</b>	337	47	55	82	21	542
<b>Computer log-in</b>	294,436	35,419	39,769	41,620	14,807	426,051
<b>Wi-fi sessions</b>	33,234	19,282	18,087	13,644	9,402	93,649

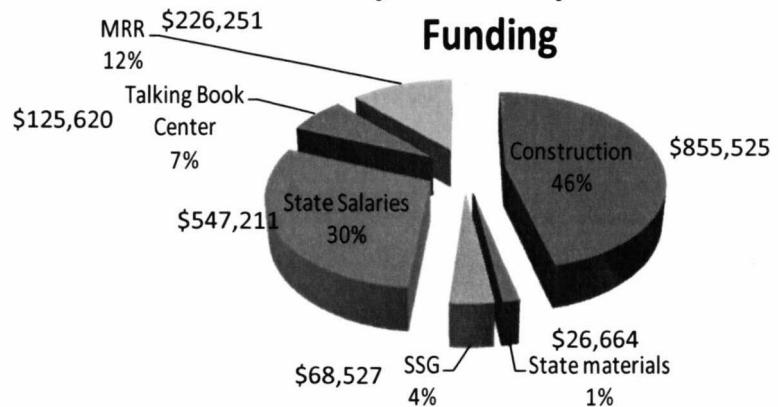
## ARLS Revenue FY14



## ARLS Expenditures FY14



## ARLS Capital Outlay and State Funding



## **Athens Regional Library System Resource Collections Management Policy**

The Athens Regional Library System (ARLS) serves patrons in its five-county region by providing library and information resources to satisfy informational needs, assist the general public in reaching educational goals, reflect the cultural diversity of the community, and promote the creative use of leisure time. As the primary means of carrying out the goals and strategic plans of all ARLS libraries and resource centers, a collection of library resources is selected, organized, and made accessible to meet the needs of the Region's residents. Even in the digital age, the library's collection of materials and resources remains a foundation for building library programs and services.

The purpose of this policy document is to describe how resources for the ARLS collection are selected, maintained, evaluated, and withdrawn and to inform the public about principles of library resource management.

### **RESPONSIBILITY FOR RESOURCE MANAGEMENT**

Resource and collection management authority rests with the Library Director, who operates within the framework of policies approved by the Athens Regional Library System Board of Trustees. The Library Director implements policy and assigns to collection management staff the working responsibility for materials and information resource selection, deselection, and management for all system libraries. Suggestions for additions to the resource collection by other staff members and the public are encouraged.

### **PHILOSOPHY OF SELECTION**

Resources and materials selected for addition to the Athens Regional Libraries' collection will support the mission and vision determined by the local Library Boards of Trustees and the ARLS Board. The library system upholds the right of the individual to secure information even though the content of that information may be controversial, unorthodox, or unacceptable to others. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom and access to information, not an endorsement of the specific point of view in question. Library materials are not marked or identified to show approval, disapproval, or judgment of the contents. Library materials are not sequestered, except for the purpose of protecting them from damage or theft. Materials selected under the Resource Collections Management Policy are considered protected under the First Amendment of the United States Constitution.

### **SCOPE OF THE COLLECTION**

Athens Regional Library System materials resources are intended to meet the diverse informational, educational, cultural, and recreational needs of the general population of the Region. The scope of the collection is intended to offer choices of format, treatment, and level of difficulty so that the needs of most library users can be met. Acquiring current materials of wide-ranging interest to the general public is emphasized. The collection is regularly reviewed and revised to reflect the changing demographics and needs of the communities served.

### **TYPES OF COLLECTIONS IN THE SYSTEM**

- **Regional Library Headquarters**

The Athens-Clarke County Library serves as the central collection for the library system. It contains a comprehensive collection of resources and materials to serve all residents of the Regional System and to carry out the vision, mission, and strategic plan of the Athens-Clarke County Library.

- **Branch Library Collections**

Branch library collections and resources are planned to meet the basic needs of their primary service areas. The branch collections offer a limited selection of current and

## **Athens Regional Library System Resource Collections Management Policy**

popular resources at a very general level. Onsite information services and resources may be limited.

- **Special Collections**

Special Collections are maintained by the library to enhance and supplement its services.

- 1. **Local History Collections**

The libraries of ARLS acquire local history and genealogy materials based on demand, cost, space, and relevance to the local area. Branch local history collections focus on materials useful for general interest; they are not considered to be archival in scope. The Heritage Room collects, preserves, organizes, and makes available on a limited basis regional resources for the purpose of research and/or conservation. See the Athens-Clarke County Library Heritage Room Policy for further description of the more extensive collection housed there.

- 2. **Foreign Language Collections**

Books and other resources in languages other than English may be purchased in response to local demographics and demonstrated, measurable needs within the library's service areas.

- 3. **Library Resource Center Collections**

Books and other resources are collected, cataloged, and maintained in Resource Centers in Athens-Clarke County.

- Full-service Resource Centers

The focuses for the East Athens and Lay Park collections are enhancement for school-aged interests and African-American literature.

The focuses for Pinewoods Library and Learning Center are enhancement for school-aged interests, Spanish language literature, and learning English as a Second Language.

- Specialty Resource Centers

Materials for non-circulating collections in specialty Resource Centers are provided by the host organizations. Lyndon House Arts Center's collection focus is visual arts. Sandy Creek Nature Center's collection focus is science, particularly local nature and wildlife.

- 4. **Northeast Georgia Talking Books Center**

Recorded Talking Books provided to the Northeast Georgia Talking Book Center (NEGA TBC) patrons from the National Library Service for the Blind and Physically Handicapped (NLS) are selected by NLS staff. Locally produced information or materials about local subjects that are requested by a user may be recorded by library staff or volunteers in the NEGA TBC if not available from NLS or the Georgia Regional Library for the Blind. The NEGA TBC also maintains a small collection of descriptive videos (movies that have been described by a narrator for the blind and visually impaired). Titles are selected based on ARLS selection criteria, availability, cost, and user interest.

### **RESOURCE SHARING**

Since Athens Regional Library System cannot meet all the information needs of its users with in-house materials and resources, the library participates in resource sharing networks which give access to the collections of other libraries. ARLS is a member of PINES, a consortium of Georgia public libraries. Library users with a valid member library card are eligible to borrow books from other PINES libraries. The library may negotiate for patron use of local academic libraries when possible. In addition, the library makes use of Interlibrary Loan services to expand available resources outside the PINES network and arranges for patron use of local

## **Athens Regional Library System Resource Collections Management Policy**

academic libraries when possible. At the discretion of the Director, other consortia may be entered into for provision of electronic or downloadable materials and for emerging formats.

Resources available at other area libraries and community agencies are considered when making collection management decisions for ARLS.

### **SELECTION CRITERIA**

Library resources are selected in compliance with the missions and goals of the Athens Regional Library System libraries as those are determined by local library advisory boards and the ARLS Board of Trustees. Library resources are selected on the basis of informational, educational, cultural, and recreational value.

The following general criteria are used in selecting resources for the collection. Not every title needs to meet all criteria, but should meet one or more of the criteria. The number and weight of applicable criteria may vary in specific selection decisions. Purchase suggestions from library users and library staff are reviewed and purchased according to the same selection criteria.

1. Current and anticipated needs and interests of library users
2. Current appeal and popular demand
3. Affordability
4. Contemporary significance and sustained popularity
5. Importance and value to the community
6. Authority, currency, accuracy, literary merit, and artistic quality
7. Suitability of subject, style, and format for the intended audience
8. Reputation or significance of the author, illustrator, editor, publisher, producer, or performer
9. Impartiality of opinion or clearly stated bias
10. Availability of similar resources elsewhere in local community
11. Attention of the media and evaluation by critics and reviewers
12. Receipt of or nominations for major awards or prizes
13. Contribution to the diversity and scope of the collection

### **MATERIALS NOT COLLECTED**

Athens Regional Library System does not collect resources or textbooks whose sole function is to support specific educational or religious curricula or other courses of study by individual organizations or institutions. Archival materials, artifacts, objects, and artwork are not added to the branch libraries' resource collections. Other than the records of the Athens Regional Library System (see the Heritage Room Policy), the library system does not house the official records or minutes of local or state governments or other local organizations. Materials in superseded or outdated audio-visual or electronic formats are not collected.

### **MATERIALS FORMATS**

Library resources may be made available in a variety of formats. Multiple formats are often required to accommodate the special needs of the community. The library's selection criteria are applied to all formats regardless of format being purchased. Additional factors governing the choice of format include anticipated use, storage requirements, accessibility, technical support, and cost. The collection management team actively monitors emerging technologies in order to plan for adding new resources and materials formats and discontinuing collections of materials in formats no longer useful to library patrons.

## **Athens Regional Library System Resource Collections Management Policy**

### **GIFTS AND DONATIONS OF MATERIALS**

Gift materials in formats suitable for the library collections and monetary donations submitted with purchase suggestions are subject to the same selection criteria that are applied to resources acquired by regular purchase. The library accepts gifts with the understanding that the library may use or dispose of them as it determines is appropriate. The library does not provide evaluations or appraisals of gifts for tax deductions or other purposes. Acceptance of a gift that has been appraised elsewhere does not constitute the library's endorsement of that appraisal. The library does not accept gifts of any kind on temporary or permanent loan. All materials given to the library become library property. Library materials with bookplate recognition are subject to the same collection management selection, use, and disposal criteria as are other items in the collection.

### **COLLECTION MAINTENANCE**

To maintain an up-to-date, useful collection that meets the library system's goals of providing materials for the community, library resources are regularly and systematically reviewed as planned and supervised by the collection management librarians. Library resources are removed from the collection and are discarded if content, condition, or patron demand limits further use. Library materials are not removed from the collection simply because a library user wishes to purchase or own them.

Library resources that are discarded may be sold through the Athens-Clarke County Library Store, given to related Friends of the Library organizations to be used as fundraisers for the benefit of the library, donated to other non-profit community groups or organizations, or be recycled.

### **CONTROVERSIAL MATERIALS**

The library offers a wide range of materials representing varying points of view. The library collection is not limited to ideas and information one person or group believes to be acceptable. Library materials may contain a certain amount of coarseness or frankness. Materials selected for children and young adults may include representations of the human experience which reflect a realistic or a fantastical point of view. Selection of library materials is not restricted by the possibility that a minor may use them. Responsibility for a patron's use of library resources, regardless of format or content, rests solely with that patron or a minor's parent or legal guardian, not with the library.

The library reconsiders any resource in its collection upon formal request of a local resident. The request must be filed in writing by completing and signing the "Request for Reconsideration of Library Resource" form (*insert link here to form*). Procedures are established to ensure that objections or complaints are handled in a consistent and timely manner. Materials under reconsideration are not removed from the collection during the process, but may be recalled for the purposes of reconsideration. The local Library Boards of Trustees review requests for reconsideration of library resources and materials and determines the responses to the requests. If necessary, an appeal is heard by the Athens Regional Library System Board of Trustees, which retains responsibility for the final decision in reconsideration requests.

Athens Regional Library System

**Request for Reconsideration of Library Resource or Service**

Submit completed form to library staff in any branch or mail to:  
Library Director, Athens Regional Library System, 2025 Baxter Street, Athens, GA 30606

Your Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Library / Branch \_\_\_\_\_

Type of resource or service on which you are commenting:

book       audio recording       magazine or newspaper  
 video or DVD       program       display  
 electronic material or information (specify URL: \_\_\_\_\_)  
 other (specify): \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Author/Producer (if applicable): \_\_\_\_\_

**Please answer the following questions about the resource you are requesting to be reconsidered.**

1. What brought this resource or service to your attention?
  
2. Have you read, viewed, and/or attended the entire resource or program?
  
3. What concerns you about the resource or service? (Please list specific pages or sections if applicable. Use other side or additional pages if necessary.)
  
  
4. What action are you requesting that the library take in regard to this resource or service?

\_\_\_\_\_  
Signature

*The Athens Regional Library System appreciates your interest in the library's resources, programs and services. You will receive written notification of the decision concerning your request.*

- staff use only - (initial & date)

Form rec'd

# Georgia Public Libraries

## FY 2016 Capital Outlay

FY 16 Rank	Library System	Project Name	C=Central B=Branch	N>New A=Add.	City	County	State Share	Local Share	Total Project Cost	
<b>20-Year Bonds</b>										
1	Three Rivers Regional	Charlton County Public Library	B	A	Folkston	Charlton	\$565,000	\$107,000	\$672,000	
2	Dougherty County Public	Northwest Public Library	B	A	Albany	Dougherty	\$2,000,000	\$4,610,000	\$6,610,000	
3	Gwinnett County Public	Norcross Branch Library	B	N	Norcross	Gwinnett	\$1,875,000	\$1,075,000	\$2,950,000	
4	Cobb County Public	East Marietta Branch	B	N	Marietta	Cobb	\$2,000,000	\$6,640,000	\$8,640,000	
5	West Georgia Regional	Villa Rica Library	B	N	Villa Rica	Carroll	\$1,500,000	\$1,215,000	\$2,715,000	
6	Uncle Remus Regional	WH Stanton Memorial	B	N	Social Circle	Walton	\$2,000,000	\$1,200,000	\$3,200,000	
7	Athens Regional	Bogart Public	B	A	Bogart	Oconee	\$1,755,750	\$955,750	\$2,711,500	
8	Troup Harris Regional	Harris County Public Library	B	N	Hamilton	Harris	\$2,000,000	\$2,825,000	\$4,825,000	
9	Flint River Regional	Milner Public Library	B	N	Milner	Lamar	\$500,000	\$100,000	\$600,000	
10	Kinchafoonee Regional	Quitman County Library	B	N	Georgetown	Quitman	\$1,041,000	\$116,000	\$1,157,000	
							<b>\$15,236,750</b>	<b>\$18,843,750</b>	<b>\$34,080,500</b>	
<b>5-Year Bonds</b>										
Various Systems	Major Repair & Renovation		B	A	Various	Various	\$2,000,000	\$2,000,000	\$4,000,000	
Various Systems	Computer Replacement		B	A	Various	Various	\$2,000,000	\$0	\$2,000,000	
							<b>\$4,000,000</b>	<b>\$2,000,000</b>	<b>\$6,000,000</b>	
Library System	Project Name		C=Central B=Branch	N>New A=Add.	City	County	State Share	Local Share	Total Project Cost	
11	Forsyth County Public	Sharon Forks Public Library	B	A	Cumming	Forsyth	\$2,000,000	\$3,477,000	\$5,477,000	
12	Gwinnett County Public	Lilburn Branch Library	B	N	Lilburn	Gwinnett	\$2,000,000	\$6,484,000	\$8,484,000	
13	Gwinnett County Public	Duluth Branch Library	B	N	Duluth	Gwinnett	\$2,000,000	\$6,484,000	\$8,484,000	
14	Sequoyah Regional	Pickens County	B	A	Jasper	Pickens	\$2,000,000	\$2,001,000	\$4,001,000	
15	Sequoyah Regional	Waleska Public Library	B	N	Waleska	Cherokee	\$2,000,000	\$2,307,000	\$4,307,000	
16	Sequoyah Regional	Southwest Public Library	B	N	Acworth	Cherokee	\$2,000,000	\$3,743,000	\$5,743,000	
17	Pine Mountain Regional	Hightower Memorial Library	B	A	Thomaston	Upson	\$2,000,000	\$2,286,000	\$4,286,000	
18	Mountain Regional	Fannin County Public Library	B	N	Blue Ridge	Fannin	\$2,000,000	\$1,987,000	\$3,987,000	
19	Athens Regional	Oconee County	B	N	Watkinsville	Oconee	\$2,000,000	\$9,786,000	\$11,786,000	
20	Middle Georgia Regional Library	Jones County Public Library	B	A	Gray	Jones	\$1,000,000	\$200,000	\$1,200,000	
21	Atlanta-Fulton County	East Roswell Branch Library	B	N	Roswell	Fulton	\$2,000,000	\$4,600,000	\$6,600,000	
22	Atlanta-Fulton County	Palmetto Branch Library	B	N	Palmetto	Fulton	\$2,000,000	\$2,400,000	\$4,400,000	
23	Chattahoochee Valley Libraries	Cusseta-Chattahoochee Library	B	A	Cusseta	Chattahoochee	\$1,181,500	\$381,500	\$1,563,000	
							<b>\$24,181,500</b>	<b>\$46,136,500</b>	<b>\$70,318,000</b>	
<b>Grand Total (rows 14+34)</b>								<b>\$39,418,250</b>	<b>\$64,980,250</b>	<b>\$104,398,500</b>
<b>Public Library Projects - approved for funding in the FY14 adopted State Budget:</b>										
1	Houston County Public	Perry Public	C	A	Perry	Houston	\$1,600,000	\$800,535	\$2,400,535	
11	Mountain Regional	Towns County Public Library	B	A	Hiawassee	Towns	\$900,000	\$100,000	\$1,000,000	
15	Piedmont Regional Library	Jefferson Library	B	N	Jefferson	Jackson	\$2,000,000	\$2,821,000	\$4,821,000	
							<b>\$4,500,000</b>	<b>\$3,721,535</b>	<b>\$8,221,535</b>	
<b>Public Library Projects - approved for funding in the FY15 adopted State Budget:</b>										
1	Mountain Regional	Mountain Regional Library	C	A	Young Harris	Towns	\$900,000	\$100,000	\$1,000,000	
8	West Georgia Regional	Villa Rica Library	B	N	Villa Rica	Carroll	\$500,000	\$1,215,000	\$1,715,000	
9	Troup Harris Regional	Hoggansville Public Library	B	N	Hoggansville	Troup	\$2,000,000	\$1,215,000	\$3,215,000	
11	Flint River Regional Library	Barnesville-Lamar County Library	B	A	Barnesville	Lamar	\$1,385,000	\$583,000	\$1,968,000	
							<b>\$4,785,000</b>	<b>\$3,113,000</b>	<b>\$7,898,000</b>	

# **ATHENS REGIONAL LIBRARY SYSTEM**

## **BOARD MEETING SCHEDULE**

**2015**

January 15 <sup>th</sup>	- 4 PM	Athens-Clarke County Board Room
April 16 <sup>th</sup>	- 4 PM	Athens-Clarke County Board Room
July 16 <sup>th</sup>	- 4 PM	Athens-Clarke County Board Room
October 15 <sup>th</sup>	- 4 PM	Athens-Clarke County Board Room

## **ATHENS REGIONAL LIBRARY SYSTEM**

## **2015 SCHEDULED CLOSINGS**

**All Libraries in the Regional System will be Closed:**

December 31, 2014; close at 6 PM.....	New Year's Eve
January 1, 2015.....	New Year's Day
January 19, 2015.....	Dr. Martin Luther King, Jr. Birthday
April 5, 2015.....	Easter Sunday
May 25, 2015.....	Memorial Day
July 3 & 4, 2015.....	Independence Day
September 7, 2015.....	Labor Day
November 11, 2015.....	Staff Development Day
November 25, 2015; close at 6PM.....	Thanksgiving Eve
November 26, 2015.....	Thanksgiving Day
December 24, 25, 26, 2015.....	Christmas Holidays
December 31, 2015; close at 6 PM.....	New Year's Eve
January 1, 2016.....	New Year's Day

**ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES  
BOARD MEETING VOTE VIA EMAIL  
Draft Minutes, October 22, 2014**

Board Chairman Dennis Hopper requested that the ACCL Board enable him to form a small committee with the authority to approve a supplement to the salary for the new Library Director. This supplement would come from unrestricted funds held by the Library and the Board in an amount not to exceed \$20,000 per year for a period of no more than three (3) years.

Director Kathryn Ames has projected that the state restrictions might be eased as early as this fiscal year (FY2015), and the supplement would no longer be needed. She has also explained that the funds are available in sufficient amount to support such an effort. The amount of the supplement may vary, requiring the ability to act without a full meeting of the Board.

Serving on the Committee would be Dennis Hopper (Chair), Bill Prokasy, Linda Dodson, and Wally Eberhard. Kathryn Ames would serve as advisor.

Chairman Hopper received a unanimous support for this motion.

**From:** 4hops@charter.net  
**To:** "Dennis Hopper" <4hops@charter.net>  
**Date:** 10/23/2014 11:10:38 EDT  
**Subject: Vote on Giving Authority to a committee to supplement Director's salary.**

For the record, I vote yes.

Dennis Hopper

**From:** "Linda G. Jones" <lgjones83@yahoo.com>  
**To:** "Wallace Eberhard" <wbe1955@aol.com>, "Joy Ovington" <jovington@athenslibrary.org>  
**Cc:** "Dennis Hopper" <4hops@charter.net>, "Linda Dodson" <linda.dodson0626@gmail.com>, "Diane Adams" <dianaea@prudentialblanton.com>, erin.boydstun@gmail.com, juliedarnell@gmail.com, "John Gaither" <jgaither@gmail.com>, "Avid Bookshop" <avid.athens@gmail.com>, craig.pascoe@gcsu.edu, "Bill Prokasy" <wfp@charter.net>, "Chip Woods" <chip@athenstown.com>, "John Timmons" <john@classiccitylaw.com>, "Theresa Cullen" <theresacullen@bellsouth.net>, "Svea Bogue" <sveabogue@gmail.com>, "Sean Boyle" <sean.boyle@ung.edu>, "Kathryn Ames" <kames@athenslibrary.org>  
**Date:** 10/22/2014 08:24:32 EDT  
**Subject:** Re: Important message to ACCL Board from Chairman Hopper

Yes

Sent from Yahoo Mail on Android

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**From:** Wallace Eberhard <wbe1955@aol.com>;  
**To:** Joy Ovington <jovington@athenslibrary.org>;  
**Cc:** Dennis Hopper <4hops@charter.net>; Linda Dodson <linda.dodson0626@gmail.com>; Diane Adams <dianaea@prudentialblanton.com>; erin.boydstun@gmail.com <erin.boydstun@gmail.com>; juliedarnell@gmail.com <juliedarnell@gmail.com>; John Gaither <jgaither@gmail.com>; Avid Bookshop <avid.athens@gmail.com>; lgjones83@yahoo.com <lgjones83@yahoo.com>; craig.pascoe@gcsu.edu <craig.pascoe@gcsu.edu>; Bill Prokasy <wfp@charter.net>; Chip Woods <chip@athenstown.com>; John Timmons <john@classiccitylaw.com>; Theresa Cullen <theresacullen@bellsouth.net>; Svea Bogue <sveabogue@gmail.com>; Sean Boyle <sean.boyle@ung.edu>; Kathryn Ames <kames@athenslibrary.org>;  
**Subject:** Re: Important message to ACCL Board from Chairman Hopper  
**Sent:** Wed, Oct 22, 2014 12:23:05 PM

Sounds good. I vote yes.

Wally Eberhard  
Sent from my iPad

On Oct 21, 2014, at 3:03 PM, "Joy Ovington" <jovington@athenslibrary.org> wrote:

**Greetings!**

**This message below comes to you from ACCL Board of Trustees Chairman Dennis Hopper:**

**Dear ACCL Board Members:**

**A situation has arisen regarding the salary we can offer applicants for the position of Library Director replacing Kathryn Ames. We will soon be hosting applicants for interviews and we must act on this fairly quickly.**

**Due to state salary constrictions, we may be able to offer only the starting salary for this position, not a salary equivalent to, or even close**

to, Ames' annual wage. This places a serious restriction on the ability to hire an experienced and seasoned individual for this position.

With the permission of a majority the Board, I would like to form a small committee with the authority to approve a supplement to the salary. This supplement would come from unrestricted funds held by the Library and the Board in an amount not to exceed 20G per year for a period of no more than 3 years. Director Ames has projected that the state restrictions might be eased as early as next fiscal year, and the supplement would no longer be needed. She has also explained that the funds are available in sufficient amount to support such an effort. The amount of the supplement may vary, requiring the ability to act without a full meeting of the Board.

Serving on the Committee would be Dennis Hopper (Chair), Bill Prokasy, Linda Dodson, and Wally Eberhard. Kathryn Ames would serve as advisor.

Please respond to me personally at [4hops@charter.net](mailto:4hops@charter.net) with your Yea or Nay with regard to granting the committee this authority.

Many thanks for all you do.

**Dennis Hopper  
Chairman**

Joy Ovington  
Administrative Assistant / HR Specialist  
Athens-Clarke County Public Library  
2025 Baxter St., Athens GA 30606  
[jovington@athenslibrary.org](mailto:jovington@athenslibrary.org)  
706.613.3650, ext. 331  
706.613.3660 (fax)

**From:** "Sean Boyle" <Sean.Boyle@ung.edu>  
**To:** "'4hops@charter.net'" <4hops@charter.net>  
**Date:** 10/22/2014 08:32:18 EDT  
**Subject: I vote yes!**

Sean Boyle  
Resource Management Librarian  
Associate Professor of Library Science  
University of North Georgia – Oconee Campus  
Ph: 706-310-6297  
Fax: 706-310-6237

**From:** "John Timmons" <john@classiccitylaw.com>  
**To:** "Dennis Hopper" <4hops@charter.net>  
**Cc:** "William Prokasy" <wfp@charter.net>, "Kathie Ames" <kames@gcpl.net>  
**Date:** 10/22/2014 09:05:38 EDT  
**Subject: Salary supplement**

Dennis,  
Would have said last night, but had not seen the message yet. Yes, go ahead.  
John

John W. Timmons  
Timmons, Warnes & Mercer, LLP  
244 East Washington Street  
Athens, GA 30601  
phone: 706-548-8668  
fax: 706-546-8017

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**From:** "Julie Darnell" <juliedarnell@gmail.com>  
**To:** "Dennis Hopper" <4hops@charter.net>  
**Date:** 10/22/2014 05:03:30 EDT  
**Subject: Fwd: Important message to ACCL Board from Chairman Hopper**

I vote "yea"

Begin forwarded message:

**From:** "Joy Ovington" <joyington@athenslibrary.org>  
**Date:** October 21, 2014 at 8:03:05 PM GMT+1  
**To:** "Dennis Hopper" <4hops@charter.net>, "Wally Eberhard" <wbe1955@aol.com>, "Linda Dodson" <linda.dodson0626@gmail.com>, "Diane Adams" <dianea@prudentialblanton.com>, erin.boydstun@gmail.com, "juliedarnell@gmail.com" <juliedarnell@gmail.com>, "John Gaither" <jgaither@gmail.com>, "Avid Bookshop" <avid.athens@gmail.com>, lgjones83@yahoo.com, craig.pascoe@qcsu.edu, "Bill Prokasy" <wfp@charter.net>, "Chip Woods" <chip@athenstown.com>, "John Timmons" <john@classiccitylaw.com>, "Theresa Cullen" <theresacullen@bellsouth.net>, "Svea Bogue" <sveabogue@gmail.com>, "Sean Boyle" <sean.boyle@ung.edu>, "Kathryn Ames" <kames@athenslibrary.org>  
**Subject: Important message to ACCL Board from Chairman Hopper**

### Greetings!

This message below comes to you from ACCL Board of Trustees Chairman Dennis Hopper:

**Dear ACCL Board Members:**

**A situation has arisen regarding the salary we can offer applicants for the position of Library Director replacing Kathryn Ames. We will soon be hosting applicants for interviews and we must act on this fairly quickly.**

**Due to state salary constrictions, we may be able to offer only the starting salary for this position, not a salary equivalent to, or even close to, Ames' annual wage. This places a serious restriction on the ability to hire an experienced and seasoned individual for this position.**

**With the permission of a majority the Board, I would like to form a small committee with the authority to approve a supplement to the salary. This supplement would come from unrestricted funds held by the Library and the Board in an amount not to exceed 20G per year for a period of no more than 3 years. Director Ames has projected that the state restrictions might be eased as early as next fiscal year, and the supplement would no longer be needed. She has also explained that the**

funds are available in sufficient amount to support such and effort. The amount of the supplement may vary, requiring the ability to act without a full meeting of the Board.

Serving on the Committee would be Dennis Hopper (Chair), Bill Prokasy, Linda Dodson, and Wally Eberhard. Kathryn Ames would serve as advisor.

Please respond to me personally at [4hops@charter.net](mailto:4hops@charter.net) with your Yea or Nay with regard to granting the committee this authority.

Many thanks for all you do.

**Dennis Hopper  
Chairman**

Joy Ovington  
Administrative Assistant / HR Specialist  
Athens-Clarke County Public Library  
2025 Baxter St., Athens GA 30606  
[jovington@athenslibrary.org](mailto:jovington@athenslibrary.org)  
706.613.3650, ext. 331  
706.613.3660 (fax)

**From:** "John Gaither" <jgaither@gmail.com>  
**To:** "Dennis Hopper" <4hops@charter.net>  
**Date:** 10/21/2014 08:47:05 EDT  
**Subject:** **ACCL board committee to approve salary supplement**

This looks like a situation that requires a contract. I would urge seeking legal advice before proceeding. However, confident that you have done or will do so, I vote YEA.

**From:** "Craig Pascoe" <craig.pascoe@gcsu.edu>  
**To:** "Joy Ovington" <joyington@athenslibrary.org>, "Dennis Hopper" <4hops@charter.net>  
**Cc:** "Craig Pascoe" <craig.pascoe@gcsu.edu>  
**Date:** 10/21/2014 03:04:42 EDT  
**Subject: Re: Important message to ACCL Board from Chairman Hopper**

I vote YEA for the proposal.

Craig.

---

**Craig S. Pascoe, Ph.D.**  
**Professor of History**  
**Georgia College and State University**

**Guest Curator: Barbecue Nation Exhibit, Atlanta History Center**

**Phone: 478-445-3516**  
**Email: craig.pascoe@gcsu.edu**

**Director, Understanding Italian Culture and History Through Food: Summer 2015 Program in Florence, Italy**

'*Corpo pieno, anima consolata*'(if your stomach is full, your spirit will be calm)

**"Travel is the enemy of bigotry, narrow-mindedness, and prejudice."**  
-- Mark Twain

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**From:** Joy Ovington <joyington@athenslibrary.org>  
**Sent:** Tuesday, October 21, 2014 3:03 PM  
**To:** Dennis Hopper; Wally Eberhard; Linda Dodson; Diane Adams; erin.boydstun@gmail.com; juliedarnell@gmail.com; John Gaither; 'Avid Bookshop'; Igjones83@yahoo.com; Craig Pascoe; Bill Prokasy; Chip Woods; John Timmons; Theresa Cullen; Svea Bogue; Sean Boyle; Kathryn Ames  
**Subject:** Important message to ACCL Board from Chairman Hopper

**Greetings!**

**This message below comes to you from ACCL Board of Trustees**  
**Chairman Dennis Hopper:**

**Dear ACCL Board Members:**

**A situation has arisen regarding the salary we can offer applicants for the position of Library Director replacing Kathryn Ames. We will soon be hosting applicants for interviews and we must act on this fairly quickly.**

**Due to state salary constrictions, we may be able to offer only the *starting* salary for this position, not a salary equivalent to, or even close to, Ames' annual wage. This places a serious restriction on the ability to hire an experienced and seasoned individual for this position.**

**With the permission of a majority the Board, I would like to form a small committee with the authority to approve a supplement to the salary. This supplement would come from unrestricted funds held by the Library and the Board in an amount not to exceed 20G per year for a period of no more than 3 years. Director Ames has projected that the state restrictions might be eased as early as next fiscal year, and the supplement would no longer be needed. She has also explained that the funds are available in sufficient amount to support such an effort. The amount of the supplement may vary, requiring the ability to act without a full meeting of the Board.**

**Serving on the Committee would be Dennis Hopper (Chair), Bill Prokasy, Linda Dodson, and Wally Eberhard. Kathryn Ames would serve as advisor.**

**Please respond to me personally at 4hops@charter.net with your Yea or Nay with regard to granting the committee this authority.**

**Many thanks for all you do.**

**Dennis Hopper  
Chairman**

Joy Ovington  
Administrative Assistant / HR Specialist  
Athens-Clarke County Public Library  
2025 Baxter St., Athens GA 30606  
[joyington@athenslibrary.org](mailto:joyington@athenslibrary.org)  
706.613.3650, ext. 331  
706.613.3660 (fax)

**From:** "Theresa Cullen" <theresacullen@bellsouth.net>  
**To:** 4hops@charter.net  
**Date:** 10/21/2014 08:29:12 EDT  
**Subject: Pay supplement**

Absolutely yea. (Might there be a chance of getting our precious choice before we knew about the salary constraints?)

Sent from my iPad

**From:** "Chip Woods" <chip.woods@gmail.com>  
**To:** 4hops@charter.net  
**Date:** 10/21/2014 08:13:39 EDT  
**Subject: Chip woods - yea to vote**

Chip woods - yea to vote

**From:** "Diane Adams" <diane@bhhsblanton.com>  
**To:** 4hops@charter.net  
**Date:** 10/21/2014 05:22:21 EDT  
**Subject: Committee to approve salary supliment**

Yes from Diane Adams

Sent from my iPad

**From:** "Linda Dodson" <linda.dodson0626@gmail.com>  
**To:** "Dennis Hopper" <4hops@charter.net>  
**Date:** 10/21/2014 05:04:24 EDT  
**Subject: committee authority**

yea

--  
Linda L. Dodson  
706.540.5947

**From:** "Avid Bookshop" <avid.athens@gmail.com>  
**To:** "Dennis Hopper" <4hops@charter.net>  
**Date:** 10/21/2014 05:02:59 EDT  
**Subject: Yea for special supplement to director salary**

Thanks, Dennis.

-Janet G.

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**From:** "Erin Boydston" <erin.boydstun@gmail.com>  
**To:** 4hops@charter.net  
**Date:** 10/21/2014 04:49:40 EDT  
**Subject: Re: supplement to the salary**

i vote yea to approve a salary supplement.  
Erin Boydston

**From:** "Bill" <wfp@charter.net>  
**To:** "Dennis Hopper" <4hops@charter.net>  
**Date:** 10/21/2014 04:07:57 EDT  
**Subject: Committee**

I vote Yea.

Thanks for doing this.

Bill

**From:** "Svea Bogue" <sveabogue@gmail.com>  
**To:** "Dennis Hopper" <4hops@charter.net>  
**Date:** 10/21/2014 03:47:36 EDT  
**Subject: vote**

Dear Dennis,

I vote yes to approve a supplement to the salary.  
Svea Bogue